

## **College of Engineering Operating Rules**

Adopted by Faculty, November 28, 1966

December 10, 1992 (Revised)

February 24, 1995 (Revised)

March 3, 1998 (Revised)

September 6, 2001 (Revised)

### **OPERATING RULES AND PROCEDURES of the Faculty**

College of Engineering  
University of Kentucky

#### **INTRODUCTION**

The purpose of these Operating Rules and Procedures is to promote effective and efficient conduct of the affairs of the College of Engineering. These rules are intended to be consistent with the Governing Regulations and the Administrative Regulations of the University of Kentucky, and the laws of the Commonwealth of Kentucky and of the United States of America. In the event that these rules of procedure are inconsistent or contrary to the above-mentioned regulations and laws, then those regulations and laws control.

#### **ADMINISTRATIVE ORGANIZATION**

The administrative organization of the College of Engineering is determined by its functional responsibilities in the areas of instruction, research, and service; as well as such other functions as may be assumed or assigned by the University.

Each administrative officer, other than the Dean, shall be responsible to the Dean for the efficient and effective operation of the organizational unit or functions to which each is assigned. The administrative organization is established by the Dean and may change from time to time as necessary to reflect changes in functions or responsibilities.

The positions of Dean, Associate Deans, Department Chairpersons, and others having major administrative duties are described in these Operating Rules and Procedures and their appendices. Faculty roles and responsibilities are also presented.

Each administrative officer is authorized to establish administrative and/or advising committees to aid in the performance of assigned functions. Committees should provide for reasonable student input and participation. Student participation shall be provided for in the development of educational policies as set forth in Governing Regulation (GR) VII.A.9. For this purpose, the Dean shall select at least one undergraduate and one graduate student

to serve as voting members of the Undergraduate Education Team and the Graduate Education Team, respectively. Departments shall provide for similar input at the departmental level.

**1. Dean of the College of Engineering**

Responsibilities of the Dean shall be those stipulated in Governing Regulations VII.B.3.

**2. Associate Dean for Administration and Academic Affairs**

The Associate Dean for Administration and Academic Affairs of the College of Engineering shall be appointed by the Provost upon the recommendation of the Dean of the College of Engineering. The duties of, and units reporting to, this Associate Dean are described in Appendix I.

**3. Associate Dean for Research and Graduate Studies**

The Associate Dean for Research and Graduate Studies of the College of Engineering shall be appointed by the Provost upon the recommendation of the Dean of the College of Engineering. The duties of, and units reporting to, this Associate Dean are described in Appendix I.

**4. Associate Dean for Commonwealth and International Programs**

The Associate Dean for Commonwealth and International Programs of the College of Engineering shall be appointed by the Provost upon the recommendation of the Dean of the College of Engineering. The duties of this Associate Dean are described in Appendix I.

The duties and delegations of the Associate Deans are designed to provide a broader, more flexible, administration for the College of Engineering; however, the responsibilities delegated to the Associate Deans in no way relieve the Dean from the responsibilities of chief executive of the College of Engineering.

**5. Department Chairperson**

Responsibilities of the chairperson shall be those stipulated in Governing Regulations VII.B.5. Department chairpersons will be responsible for maintaining the Standard Personnel File for their departmental faculty as set forth in Administrative Regulation AR II 1.0-1, II.G. Department chairpersons will also be responsible for maintaining the Standard Personnel File for their departmental staff. Each department chairperson is a member of the College of Engineering Department Chairs Team and an elected representative of that team shall serve as a member of the College Leadership

Team. Procedures for selection and review of department chairpersons and other heads of academic units are covered in G.R. pp, VIII-2 and VIII-3 and A.R. II-1.0-8 and II-1.0-6, pp. 11-14.

In addition to the chairperson, the following program directors have administrative responsibilities within their respective department.

- a) *Directors of Undergraduate Studies* - The Dean of the College, upon recommendation of the department chairperson, shall appoint a faculty member to oversee scheduling of classes, student advising, transfer evaluation, admission to engineering standing, and maintenance of student records, and to serve as the department's representative on the College Undergraduate Education Team. The term of appointment will be four years and will normally coincide with that of the chair.
- b) *Directors of Graduate Studies* - Directors of Graduate Studies are appointed by the Dean of the Graduate School after consultation with the respective graduate faculty and administration in a program, and with the approval of the Dean of the College. The Directors are responsible to the Dean of the Graduate School for the administration of the specific graduate program, including maintenance of records, administration of graduate program funds, admission of graduate students, the University Scholars Program, fellowships and teaching assistantships, program requirement changes and new programs, recruitment and admissions, advising and registration, appointment of advisory and examination committees, and other degree requirements related to the graduate program. The Directors will serve as department representatives on the College Graduate Education Team. The term of appointment will be four years and will normally coincide with that of the chair.

#### **6. Director, Bachelor of Science in Engineering/MBA Program**

The Director of the Bachelor of Science in Engineering/MBA Program provides administrative leadership for the program and performs the following activities:

- 1) Solicits applications for admission to the program
- 2) In conjunction with the Associate Dean for Academic Affairs of the College of Business and Economics, selects applicants for admission to the program
- 3) Serves as the academic advisor for engineering students in the program
- 4) Identifies internship opportunities
- 5) Designs and conducts development activities such as industrial site visits, seminars, and retreats
- 6) In conjunction with the Associate Dean for Academic Affairs of the College of Business

and Economics, designs and oversees the international experience

The Director of the Engineering/MBA Program shall serve as a member of the Undergraduate Education Team.

**7. Director, Kentucky Transportation Center**

The Director of the Kentucky Transportation Center, who is appointed in accordance with Kentucky Revised Statutes and reports to the Dean of the College of Engineering, provides administrative leadership for research, service and educational activities of the Center, including interdisciplinary transportation activity and identification of programs and funding sources. The responsibilities of this Director are described in Appendix I.

**8. Director, Center for Robotics and Manufacturing Systems**

The Director of the Center for Robotics and Manufacturing Systems (CRMS) is appointed by, and reports to, the Dean of the College of Engineering. The missions of CRMS are to:

- a) Develop and expand the scientific and engineering foundations of manufacturing and automation technologies in the state and nation;
- b) Transfer technical knowledge and information to enhance Kentucky's industrial competitiveness and support statewide economic development; and
- c) Support educational activities that advance the technological and business needs of manufacturing.

The responsibilities of the Director of CRMS are described in Appendix I.

**9. Director, Consortium for Fossil Fuel Science**

The Director of the Consortium for Fossil Fuel Science (CFFS) is appointed by, and reports to, the Dean of the College of Engineering. The responsibilities of this Director are described in Appendix I.

**10. Director, Center for Aluminum Technology**

The Director of the Center for Aluminum Technology (CAT) is appointed by, and reports to, the Dean of the College of Engineering. The responsibilities of this Director are described in Appendix I.

**11. Director, Electron Microscopy Facility**

The Director of the Electron Microscopy Facility is appointed by, and reports to, the Dean of the College of Engineering through the Associate Dean for Research and Graduate Studies. The responsibilities of this Director are described in Appendix I.

**12. Director, Center for Micro-Magnetic and Electronic Devices**

The Director of the Center for Micro-Magnetic and Electronic Devices is appointed by, and reports to, the Dean of the College of Engineering through the Associate Dean for Research and Graduate Studies. The responsibilities of this Director are described in Appendix I.

**13. College Business Office**

The Director of Fiscal Services (Business Manager) is responsible for total fiscal management of the College of Engineering. The Director assists the Dean and Associate Deans in establishing financial and administrative policies; advises on University regulations and operations; and supervises the College internal administrative functions and budgetary procedures. The Director coordinates support staff and is responsible for the fiscal integrity of the College in administering its educational and research budgets. Responsibilities include preparation and control of the general fund budget, review of research proposal budgets, coordination of equipment inventory development, supervision of the College payroll department, maintenance of space inventory, administration and maintenance of building security, and related duties. The Business Officer shall serve as leader of the Operations Team and member of the College Leadership Team.

**14. Office of Advancement**

The Office of Advancement is comprised of the Offices of Alumni Programs, Development, and Communications under the management of the Director of Development, who is appointed by, and reports to, the Dean. The duties of these offices are described in Appendix I.

**15. Assistant to the Dean**

The Assistant to the Dean of the College of Engineering provides, in coordination with the Dean and Associate Deans, administrative and information services for the College of Engineering. The responsibilities of the Assistant to the Dean are described in Appendix I.

**16. Engineering Computing Services**

The Director of Engineering Computing is appointed by, and reports to the Dean of the

College of Engineering through the Associate Dean for Administration and Academic Affairs. The Director is responsible for all administrative and technical work associated with planning, organizing and directing the activities of the College's computer resources. Work includes conferring with College and other administrative officials to determine specific computer needs, establishing development and operational priorities, and implementing appropriate computing resources.

#### **17. President, College of Engineering Student Council**

The President of the Engineering Student Council has responsibilities related to all student activities in the College of Engineering, including liaison with the Dean of the College, chairpersons of College departments, and the chairpersons and presidents of the several student societies and organizations.

#### **18. Engineering Library**

The Librarian of the Robert E. Shaver Library of Engineering, who is appointed to the library faculty by the Director of Libraries, has the major responsibility of increasing and improving the holdings of the engineering library. The duties of the Engineering Librarian are described in Appendix I.

#### **19. The Faculty**

##### **College Faculty**

The faculty of the College of Engineering shall consist of the Dean, Assistant and/or Associate Deans, and full-time faculty personnel having the rank of assistant professor, associate professor, or professor in the regular, special title, and extension series.

Responsibilities of college faculty are those stipulated in Governing Regulations VII.A.4.

##### **Department Faculty**

Department faculty shall consist of the chairperson and the members of the department who are members of the faculty of the college. In addition, membership, with or without voting privileges, may be extended by the department faculty to any other member of the department faculty or staff or to any person assigned to it for administrative work, teaching, research or service.

Responsibilities of department faculty are those stipulated in Governing Regulations VII.A.6.

## **MEETINGS OF THE FACULTY**

(Governing Regulations VII.A.4)

Regular meetings will be held during the first full month of each semester of the academic year. Notification will be distributed to faculty 15 days prior to the meeting, along with a call for agenda items. Although agenda items may be submitted to the Dean at any time, those received at least ten (10) days prior to a meeting date shall be included on that meeting's agenda. A final agenda will be distributed to the faculty one week prior to the meeting. Special meetings may be called by the President of the University, the Provost, the Dean of the College, the Associate Dean for Administration and Academic Affairs in the Dean's absence, or at the request of at least ten (10) percent of the college faculty. Notification of special meetings will be distributed to faculty and posted in departmental offices as soon as feasible, but no less than 24 hours prior to the meeting. As chairperson of the college faculty, the Dean will preside at faculty meetings and will be responsible for sending notices of meetings, including agenda, to all members of the faculty. In the absence of the Dean, these responsibilities shall be the duty of the Associate Dean for Administration and Academic Affairs, who will serve as vice chairperson of the faculty. Parliamentary rules utilized will be those of *Robert's Rules of Order*.

The Assistant to the Dean of the College of Engineering shall record the minutes of each meeting and distribute them to the faculty within ten (10) days after the meeting. A permanent file shall also be kept in the Office of the Assistant to the Dean.

Thirty (30) percent of the faculty shall constitute a quorum. Matters of issue will be decided by voice vote or by a show of hands. Upon request of any member of the faculty, votes will be recorded individually and made part of the minutes. Upon request by five or more members, secret written ballots shall be utilized. Proposed new policy or changes in policy shall be circulated to the faculty ten (10) days prior to the meeting in which the proposals are to be considered. To change existing policy, or to make effective new policies, a two-thirds majority vote of those present will be required. The definition of what is policy shall be determined by the chairperson of the faculty.

Occasionally circumstances may make the calling of a special faculty meeting, to consider matters normally requiring a faculty vote, difficult or impossible. Alternatively, a regular or special faculty meeting may not have had a quorum present at the time of voting. In such cases the Dean, at his discretion, may request a mail, or electronic mail, ballot of the faculty. The requirements for a quorum, as well as for a majority or supermajority of those voting, shall be the same as for a special faculty meeting. A full explanation of the matter to be decided, the reason why this method of voting is being employed, and the time limit for receipt of ballots, shall be distributed in writing (paper or electronic format) with the ballots. If the matter to be decided by the mail or electronic mail ballot had not been

previously substantially discussed at a faculty meeting, all faculty members shall have an opportunity to question the individual making the motion, and to propose amendments, via electronic mail with copies to the entire faculty. If necessary, new ballots shall be distributed electronically to all faculty members for inclusion with, or as a substitute for, the original ballots. The results of the balloting shall be made public as soon as feasible, and a permanent record of them shall be kept and made a part of the minutes of the next regular faculty meeting.

Course actions and other non-policy matters will be acted on by the appropriate graduate and/or undergraduate education teams. After approval by these bodies, notice of this action will be circulated to the faculty with appropriate documentation. If no written objections are received from a faculty member within ten (10) days, approval will be assumed and item(s) will be further processed as appropriate. If one or more faculty members object to the action within ten (10) days, each faculty member's objections shall be considered by the appropriate team(s). Matters unresolved to either the team's or the faculty member's satisfaction shall be settled in a College faculty meeting or by mail or electronic mail ballot. The usual one-week pre-regular meeting, or a 24 hour pre-special meeting or mail or electronic ballot circulation will be required.

Following approval by the College faculty, any items requiring final approval by the University Senate shall be forwarded by the Dean of the College.

### **STANDING COMMITTEES/TEAMS**

College committees/teams will normally function on an academic year basis. Within the first four weeks of the academic year, a list of members of all standing committees/teams shall be made available to the faculty by the Dean of the College.

Committees/teams for special purposes may be established at any time at the discretion of, and by, the Dean or the faculty, and a list of the membership of such committees/teams shall be circulated to the faculty within two weeks of their establishment.

#### **1. Leadership Team**

*Membership* – Dean, Associate Deans, Business Officer, Assistant to the Dean, Leader of Department Chairs Team.

*Function* – Lead the College of Engineering in pursuit of its vision in a manner consistent with its mission and values.



2. **Department Chairs Team**  
(Approved by Faculty, February 27, 1998)

*Membership* - Department Chairpersons. One department chair will be elected by the members each year to serve as team leader.

*Function* - Develop, implement and continuously improve the professional development of the faculty and staff, the academic development of the students and alumni, and the resource acquisition and management of the departments of the College.

3. **Engineering Student Council**

*Membership* - The chairperson or president of each of the student honorary and professional societies or organizations within, and appropriate to, the profession of engineering or computer science. The President of the College of Engineering Student Council will be selected from and elected by the members of the Student Council.

*Function* - Provide advice on student concerns to the College and department administrations, assist in the organization of Engineers Week, coordinate functions of other student organizations, prepare *The Katalyst*, and disseminate information to students.

4. **Faculty Advisory Council**  
(Approved by Faculty, September 27, 1991)

*Membership* - One faculty representative (tenured full professor) from each department to be elected by the department faculty. One Council member will be elected by the members each year to serve as chairperson. The term of office of the representatives shall be three years.

*Function* - Faculty appointment, promotion and granting of tenure, evaluation, and related policy review; interpretation of the Operating Rules and Procedures of the Faculty; advisory body to the Dean on performance review appeals; issues relating to the engineering library, engineering computing services, and in other areas as necessary.

5. **Safety Committee**  
(Approved by Faculty, September 27, 1991)

*Membership* - One faculty or staff member from each department to be appointed by the department chairperson, a student representative and a representative of the Center for Robotics and Manufacturing Systems. The Chairperson will be elected by the members each year from the committee membership.

*Function* - Laboratory and other related safety issues; generation of safety manuals and approved procedures.

## 6 **Staff Council**

*Membership* - Representatives of the staff of academic, service, and research units (i.e., academic departments, Advancement, CRMS, etc.) within the College. All units within the College are represented on the Staff Council. The manner of appointment of Council representatives is at the discretion of the individual unit. The Assistant to the Dean will query the heads of each department/unit/center in August of each year to ascertain who will serve as its Council representative for the coming year.

Council representatives serve at least a one-year, but no more than, a two-year term unless agreed upon by all staff members in that unit. The co-chair of the Staff Council will be selected from and elected by the members of the Staff Council. Co-chair elections take place at the May Council meeting with the co-chair's term of office beginning the following September. The co-chair serves a one-year term but may be re-elected to subsequent terms. The co-chair can serve in that position even though no longer the elected member from the unit. The Council meets monthly during the academic year and as agreed upon during the summer months. Council meetings are informal in nature.

The Dean serves as Chair of the Staff Council. The College Business Officer serves as an ex-officio member.

*Function* - To provide a forum for the staff to provide advice to the Dean and, for the Dean to disseminate information and to address topics that may be of general concern to the staff. To foster communication and group participation among staff from all units of the College of Engineering. Serve in an advisory capacity to College's Dean and/or Administration on issues relevant to staff.

## 7. **Operational Services Team** (Approved by Faculty, February 27, 1998)

*Membership* - Business managers from Center for Robotics and Manufacturing Systems and the Kentucky Transportation Center, business representatives from two academic departments, director of Engineering Computing Services, chair of Safety Committee, representative from Machine Shop, College Librarian, and co-chair of Engineering Staff Council. The College Business Officer will serve as team leader.

*Function* - To assure timely and efficient support services for College faculty, staff, and students.

8. **Undergraduate Education Team**  
(Approved by Faculty, February 27, 1998)

*Membership* - Directors of Undergraduate Studies from each undergraduate program in the College of Engineering, Director of Student Services, Director of Co-Op Program, Director of Student Records, Associate Dean for Commonwealth and International Programs, Director of Engineering/MBA Program, the Engineering Librarian, the Director of the Women in Engineering Program, the Director of the Minorities in Engineering Program, the Liaison to the University Career Center, an Undergraduate Council representative (ex officio), and a member of the undergraduate student body to be selected by the Dean. The Associate Dean for Administration and Academic Affairs will serve as team leader.

*Function* - Coordinate the undergraduate programs, insure compliance with ABET, College and University requirements, and create new initiatives for continuous improvement of the programs.

9. **Graduate Education Team**  
(Approved by Faculty, February 27, 1998)

*Membership* - Directors of Graduate Studies from each graduate program in the College of Engineering, Associate Dean for Commonwealth and International Programs, the Engineering Librarian, a Graduate Council representative (ex officio), and a member of the graduate student body to be selected by the Dean. The Associate Dean for Research and Graduate Studies will serve as team leader.

*Function* - Coordinate the graduate programs and create new initiatives for continuous improvement of the programs.

10. **Research Team**

(Approved by Faculty, February 27, 1998)

*Membership* - Director of each center associated with the College and a representative from each department appointed by the department chair. The Associate Dean for Research and Graduate Studies will serve as team leader.

*Function* - Develop, implement and continuously improve the research process for the College of Engineering.

## MEETING POLICY

The following describes the policy of the College of Engineering concerning meetings of the college or departmental faculties, and meetings of college and departmental committees. The procedures used in announcing, conducting, and documenting each meeting must include, but are not limited to, the following:

1. The time, location, and agenda of each meeting of the departmental faculty or a departmental faculty committee must be announced no less than 24 hours in advance. At a minimum, notices shall be posted on a departmental bulletin board.
2. The time, location and agenda of each meeting of the college faculty or a college faculty committee must be announced no less than 24 hours in advance. At a minimum, such notices shall be posted on the College bulletin board.
3. Each meeting of an academic unit, or a committee thereof, shall be open to the public, except that when a committee properly enters a closed session, the committee, by a majority vote of its members present, may exclude individuals who are not committee members.
4. Portions of a meeting may be conducted in closed session by majority vote, in open session, of the committee members present, if the subject of the closed session concerns (a) the academic status of a particular student or student applicant, (b) the evaluation of an individual candidate for the appointment, reappointment, terminal reappointment, decision not to reappoint, post-retirement appointment, tenure, promotion, tenure progress review, faculty performance review, or other similar discussion that evaluates the specific qualifications of a particular individual. Meetings or portions of meetings that concern general personnel policy or academic policy, or general personnel planning, cannot be closed. Votes may be taken in closed meetings and by secret ballot in open meetings, but the numerical results must be announced openly.
5. If a committee has a multi functional charge, one of which concerns matters exempted by this policy, then the committee is still subject to the procedures contained in this policy.
6. The proceedings of each meeting of a faculty, or committee thereof, shall be documented by minutes that show at least the date, time and location, the members in attendance, the topics discussed and each decision made by the committee, including decisions to enter or exit closed session. When a vote is taken, the numerical result of that vote shall be

recorded. These minutes shall be maintained on file by the academic unit. Copies of these minutes shall be made available to the public upon request.

## **REVIEW OF RULES**

The Operating Rules and Procedures are to be reviewed by the faculty no less frequently than every six years; however, proposed modifications may be submitted in writing to the Dean at any time throughout the year. Requests for modifications shall have the support of at least ten (10) percent of the college faculty before further action will be taken. Proposals having the required support will be distributed to the faculty within ten (10) days with appropriate documentation. If no written objections are received within ten (10) days after distribution, approval will be assumed and revisions will be forwarded to the Dean and Provost for final approval. If one or more faculty members object to the proposal within the ten (10) days, the proposal and objection(s) will be considered at the next College Faculty meeting. The usual ten (10) day pre-meeting circulation will be required. Modifications which fall under the category of policy as determined by the Chairperson of the Faculty, shall require a two-thirds majority vote of those present. Changes which are editorial in nature shall require a simple majority for approval. Any modifications to these Rules must be approved by the Dean and Provost before the modifications take effect.

These rules of procedure have been created and approved by the faculty of the College of Engineering, pursuant to the authority granted by the Administrative and Governing Regulations of the University of Kentucky. These rules do not become effective until and unless approved by the Dean and Provost as indicated by their signatures below. Any modifications to these rules must also be approved by the Dean and Provost before the modifications take effect. These rules contain a total of 13 pages, each of which are initialed and dated by the undersigned persons. A current copy of the approved rules for the College is available in the office of each department chairperson, the Dean, and the Provost's office.

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Dean, College of Engineering

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Date

\_\_\_\_\_  
Provost, University of Kentucky

\_\_\_\_\_  
Date

APPENDIX I.

**COLLEGE OF ENGINEERING  
DUTIES OF ADMINISTRATIVE OFFICERS**

**Approved by Faculty, September 6, 2001**

**APPENDIX I**

**COLLEGE OF ENGINEERING**

**DUTIES OF ADMINISTRATIVE OFFICERS**

**ASSOCIATE DEAN FOR ADMINISTRATION AND ACADEMIC AFFAIRS**

**Administration:**

The Associate Dean for Administration and Academic Affairs shall act on behalf of the Dean in the Dean's absence. Administrative responsibilities include organization and coordination of annual or biennial administrator, faculty, and staff performance reviews, promotion and tenure reviews, internal reviews of academic departments and programs, faculty and staff awards, and accreditation (ABET and SACS) reviews and visits. The Associate Dean for Administration and Academic Affairs will lead long-term planning activities. All administrative responsibilities assigned to this Associate Dean will be administered in coordination with the Dean of the College.

The Associate Dean for Administration and Academic Affairs will serve as leader of the Undergraduate Education Team, as member of the College Leadership Team, and as vice chairperson of the faculty of the College of Engineering.

This Associate Dean has administrative authority over the following programs:

- a) *Student Records* - The Student Records Administrator plans, organizes and supervises the daily operation of the Student Records Office within the College of Engineering. Responsibilities include overseeing the maintenance of student records for all undergraduate students, assuring accuracy and confidentiality of information; maintaining liaison with the Admissions and Registrar's offices and departmental staff; counseling with students; and preparing reports and certifications. The Administrator serves as the College representative for the University Student Information System (SIS); verifies records for graduation requirements; oversees collection, analysis and organization of student records data; administers the College admissions process; processes all course and program changes and other duties related to student records.



- b) *Student Services* - The Coordinator of Student Services plans, develops and implements a statewide student recruitment program for the College of Engineering. The Coordinator recruits prospective students on an on-going basis; participates in the University Admissions Office annual recruitment program and various high school career days throughout the state; and designs, develops and oversees distribution of promotional and recruitment materials. Other responsibilities include administration of the College's scholarship program, development and administration of special programs designed to recruit top academic students to the University, counseling of students, and miscellaneous student and public relations activities.
- c) *Women in Engineering* – The Director of the Women in Engineering Program develops and administers a regional recruitment program for talented women into all disciplines within the College of Engineering. Development of programs for pre-college women in the areas of career awareness, promotion of math and science, leadership, and gender equity are also the responsibility of the Director. The Director also develops and administers retention programs that seek to establish an environment conducive to scholarship and professional growth for women in the College of Engineering. The Director serves as the staff advisor to the student Society of Women Engineers (SWE) chapter. Other responsibilities include freshman advising and counseling, mentoring, public relations, and miscellaneous student activities.
- d) *Minority Engineering Program* – The Director of the Minority Engineering Program is responsible for the creation of a regional recruitment program for minority pre-college students who have achieved academic excellence. Freshman engineering retention initiatives as well as other retention programs are also the responsibility of the Director. The Director provides an infrastructure of academic and social support to ensure the highest levels of academic achievement, culminating in graduation. The Director encourages a supportive community of students, alumni, staff, and faculty working together to address specific needs of minority students. The Director serves as the advisor to the UK student chapter of The National Society of Black Engineers (NSBE). Other responsibilities include mentoring, counseling, and other miscellaneous student activities.
- e) *Engineering Library* - The Librarian of the Robert E. Shaver Library of Engineering, who is appointed to the library faculty by the Director of Libraries, has the major responsibility of increasing and improving the holdings of the engineering library. The Engineering Librarian is responsible for the general administration of the engineering library and the provision of such services as instruction in the use of the collection; reference services;

interlibrary loans; computer literature searching; and circulation, preservation and storage of the collection. The librarian's responsibility extends to serving the faculty, students, and staff of the joint program in Paducah.

- f) *Engineering Computer Science Co-op Program* - The Director of the Cooperative Education Program for the College of Engineering is responsible for placing students with corporations or government agencies nationwide who offer educational programs where students work full-time during alternating semesters to obtain one year of professional experience before graduation. Responsibilities include recruiting students, assisting with interview and resumé writing skills, evaluating work assignments, and contacting employers to build and maintain a wide base of appropriate job opportunities.

### **Academic Affairs:**

#### **Undergraduate Program:**

The Associate Dean for Administration and Academic Affairs shall be responsible for the administration of the undergraduate educational functions of the College and the verification and certification to the Registrar of the satisfactory completion of the educational requirements by baccalaureate degree candidates. This Associate Dean shall be responsible for administering the academic rules and regulations of the College and the University as they apply to undergraduate students, and shall devise, if necessary, and be responsible for supervision of, a system of student records as necessary in order to discharge the assigned responsibilities.

Responsibilities include establishment and maintenance of an effective advising system for the students of the College. The Associate Dean for Administration and Academic Affairs shall be in charge of all registration functions of the College, within the bounds of the current procedures of the University for these functions, and for the preparation of schedules and catalog materials for the College.

The Associate Dean for Administration and Academic Affairs shall provide for the College liaison with the Dean of Undergraduate Studies, the offices of the Deans of other colleges, and with the Undergraduate Council in matters pertaining to undergraduate students and the undergraduate curriculum. This Associate Dean shall be responsible for academic matters relating to course and curriculum changes, course scheduling, admission to engineering standing, and student retention or reinstatement in the College.

The Associate Dean for Administration and Academic Affairs will work with the Associate Dean for Commonwealth and International Programs to establish and maintain

communication and liaison with the community colleges and with other institutions of higher learning in the Commonwealth of Kentucky, to provide such information exchange as will ensure compatibility of pre-professional programs with the professional programs of the College of Engineering. The Associate Dean for Administration and Academic Affairs will work with and supervise the Student Services Office to establish and maintain communication and liaison with academic officials and counselors of high schools and middle schools, to assist them where possible with vocational or career guidance programs, and to recruit engineering and computer science students.

### **ASSOCIATE DEAN FOR RESEARCH AND GRADUATE STUDIES**

The Associate Dean for Research and Graduate Studies shall supervise the research facilities of the College, shall review all research proposals developed within the College of Engineering and shall ensure that human, physical and fiscal resources required for effective conduct of the proposed activity are available or have been requested. This Associate Dean shall work with the Office of Sponsored Projects with regard to the development of proposals and in ensuring faculty and staff are promptly notified of opportunities for funding from federal, state, industrial, and private sources.

#### **Graduate Program:**

The Associate Dean for Research and Graduate Studies will coordinate the graduate programs of the College of Engineering, providing advice and judgment to ensure that the quality of the programs meets or exceeds that of other graduate programs on campus and that of strong engineering graduate programs across the United States. This Associate Dean will provide guidance on admissions policies and administration of graduate student stipends, and will ensure that advertising materials and public relations related to the graduate programs of the College are appropriate and timely.

The Associate Dean for Research and Graduate Studies will participate in the determination of graduate program policies for both the College of Engineering and the Graduate School. This Associate Dean will provide liaison between the College and the Graduate School, will seek to implement the policies of the College and the Graduate School, and will make known the position of the College of Engineering administration relative to the policies and procedures of the Graduate School.

The Associate Dean for Research and Graduate Studies will coordinate efforts to develop multi disciplinary proposals and to identify and market areas of excellence that will enable the College of Engineering to obtain major grant support. This Associate Dean will work with industry in Kentucky to develop research required to improve its industrial competitiveness, and will review the College's research laboratory and equipment needs

and assist departments in developing both internal and external requests for addressing these needs.

The Associate Dean for Research and Graduate Studies shall serve as leader of the Graduate Education Team, the Research Team and as member of the College Leadership Team.

### **ASSOCIATE DEAN FOR COMMONWEALTH AND INTERNATIONAL PROGRAMS**

The Associate Dean for Commonwealth and International Programs shall be responsible for all extramural degree programs, twinning degree programs, joint degree programs, credit transfer programs, and exchange programs throughout the College of Engineering.

This Associate Dean shall assist the Associate Dean for Administration and Academic Affairs in establishing and maintaining communication and liaison with the community colleges and with other institutions of higher learning in the Commonwealth, to provide such information exchange as will ensure compatibility of professional and pre-professional programs with the professional programs of the College. The Associate Dean for Commonwealth and International Programs shall maintain and update all transfer agreements and dual degree agreements with other institutions of higher learning and shall assist the Dean of the College of Engineering in establishing and administering any future engineering extended campus programs, given sufficient need and demand for such programs.

The Associate Dean for Commonwealth and International Programs shall serve as the Director of OISTL (Office for Informational Services and Technical Liaison), a unit of the College of Engineering that provides coordinating support for technical (non-credit) education through short courses, seminars, and conferences for the mineral, engineering, and environmentally-related industries.

This Associate Dean shall contribute to long-term planning activities and serve as liaison with state agencies, engineering-intensive industries, and other universities.

The Associate Dean for Commonwealth and International Programs shall serve as member of the College Leadership Team, the Undergraduate Education Team, and the Graduate Education Team. In addition, this Associate Dean shall be the College=s representative on the University=s Study Abroad Advisory Committee and shall be the College=s nominee to the UK President for appointment to the Distance Learning Committee Advisory Panel.

The duties and delegations of the Associate Dean for Commonwealth and International Programs are designed to provide a broader, more flexible, administration for

the College of Engineering, in view of the increasing demands to offer extramural engineering education opportunities.

#### **DIRECTOR, KENTUCKY TRANSPORTATION CENTER**

The Director is responsible for managing and coordinating the development of proposals, work programs, budgets, progress reports, final reports and implementation of programs to research current transportation problems and develop innovative technological advances. The Director administers an ongoing program to provide technology exchange and service through training programs, conferences, technical assistance and on-site consultation. Educational activities include an undergraduate program in cooperation with the Kentucky Transportation Cabinet to develop interest in transportation and provide experience in a transportation work environment, and a graduate-level transportation systems management program for transportation-related disciplines. In addition, the Director is responsible for developing cooperative relationships with federal, state and local government agencies, academia and the private sector, and for fulfilling goals and objectives as set forth by the University and an Advisory Board established by the 1984 Kentucky General Assembly.

#### **DIRECTOR, CENTER FOR ROBOTICS AND MANUFACTURING SYSTEMS**

The Director is responsible for developing and administering all programs of the Center. This includes oversight of all laboratories, computer facilities, and equipment; direction of Center-related work of staff and faculty associated with the Center; and total fiscal management of the Center.

The Director also is responsible for fostering involvement of students, faculty and the academic departments in activities of the Center and in manufacturing issues. The Director also is expected to develop relationships with Kentucky's industrial base on behalf of the College and to use those relationships to identify research, education, and student employment opportunities with industry. The Director should ensure the College of Engineering is positioned to take advantage of federal, state or industrial initiatives aimed at strengthening the competitiveness of the U.S. industrial base.

#### **DIRECTOR, CONSORTIUM FOR FOSSIL FUEL SCIENCE**

The Consortium for Fossil Fuel Science (CFFS) is a multi-university research center focused on the development of alternative sources for transportation fuel. The Director is responsible for overseeing and coordinating the research activities of the CFFS participants at the five CFFS universities – UK, West Virginia University, Auburn University, the

University of Utah, and the University of Pittsburgh. The Director is also responsible for developing and coordinating additional research activities on the topic of environmental problems associated with the utilization of fossil fuels. The CFFS environmental program is also a multi-university effort led by UK that involves the universities of Utah, Missouri, and West Virginia. The Director serves as the principal contact with funding agencies (DOE, NSF, and others) and with the CFFS Industrial Advisory Board.

#### **DIRECTOR, CENTER FOR ALUMINUM TECHNOLOGY**

The Director of the Center for Aluminum Technology (CAT) is responsible for the advancement and coordination of aluminum related research and development in the College of Engineering and other units at the University of Kentucky; preparing, educating and funding students, researchers and faculty to help the aluminum industry; provide technical and public relation services to the aluminum industry in the Commonwealth of Kentucky; obtain and maintain funding and manage the departmental personnel. The Director also serves as the President of its for-profit arm, Secat, Inc.

#### **DIRECTOR, ELECTRON MICROSCOPY FACILITY**

The Director of the Electron Microscopy (EM) Facility supervises the EM staff, maintains the facility's budget, provides consulting and conducts collaborative research with faculty and students. The Director teaches a graduate level Electron Microscopy course. The Director also conducts an active independent research program, participates in national professional organizations, identifies funding sources for shared equipment proposals, organizes grant writing efforts, organizes workshops and symposia, participates in educational outreach programs, and establishes ties with local commercial users. By obtaining and maintaining the funding for the EM facility, the Director keeps the facility current in its ability to meet the research needs of University faculty and commercial clients by, either the acquisition of new equipment, the upgrade of existing equipment, or the development of new techniques.

#### **DIRECTOR, CENTER FOR MICRO-MAGNETIC AND ELECTRONIC DEVICES**

The Director of the Center for Micro-Magnetic and Electronic Devices (CMED) is responsible for managing the Clean Room and Micro-Fabrication Facilities currently established in ASTeCC, and advancing and coordinating research in micro- and nano-electronic devices and materials in the college so that the center may serve as the focal point for these activities, drawing faculty and student researchers from electrical and computer engineering, mechanical engineering, chemical and materials engineering and other departments in the college.

The Director supervises the center staff, manages the budget and facilities and encourages and conducts collaborative research with faculty and students. The Director identifies funding sources for research proposals, organizes grant-writing efforts, organizes workshops and symposia, participates in educational outreach programs, and establishes ties with electronics industry and local commercial users. By obtaining and maintaining the funding for the CMED facility, the Director keeps the facility current in its ability to meet the research needs of University faculty and commercial clients by, either the acquisition of new equipment, the upgrade of existing equipment, or the development of new techniques. The Director also conducts an active independent research program and participates in the professional activities of national and international organizations.

### **OFFICE OF ADVANCEMENT**

The Director of Development will assist the Dean in implementing a broad-based development program. This will include programs of annual giving, corporate and foundation gifts, major gifts, and planned giving. The Director develops and maintains continuing positive relationships with potential donors, solicits gifts, facilitates the work of related committees and foundations, prepares promotional materials, and oversees development program activities. The Director of Development will assist in coordinating the College's programs with University development efforts.

The following programs report to the Director of Development:

- a) *Alumni Programs* - The Director of Alumni Programs plans, develops and implements alumni programs for the College of Engineering, including various awards and recognition programs, homecoming events and the Hall of Distinction.
- b) *Communications* - The Director of Communications plans, directs and manages the overall communications effort for the College. The Director will provide the College's internal and external constituencies with information on its role in providing education, research and service to the citizens of the Commonwealth and beyond. The Director will create a base of understanding necessary to increase support for the College among its various constituencies. Components of the communications effort shall include media relations, marketing, print and electronic media, the College's web pages and special communication-related projects.

### **ASSISTANT TO THE DEAN**

The Assistant to the Dean is responsible for the daily administration of College activities, liaison and public relations work, project coordination and other related duties. The Assistant to the Dean develops and maintains data bases and other information systems and procedures as necessary to fulfill information requirements for the University Strategic Plan, College Self-Study, accreditation and other institutional reports; responds to requests for information through the Student Information System (SIS); assists in class scheduling; coordinates faculty performance reviews, and promotion and tenure recommendations. The Assistant to the Dean will be the Secretary of the Faculty of the College of Engineering and member of the College Leadership Team.



## APPENDIX II

### **COLLEGE OF ENGINEERING ORGANIZATIONAL CHART**

ORGANIZATIONAL CHART IS CONTAINED IN A SEPARATE DOCUMENT

### APPENDIX III

#### **CRITERIA AND PROCEDURES FOR SELECTION OF RECIPIENTS FOR COLLEGE OF ENGINEERING TITLED CHAIRS, PROFESSORSHIPS AND FACULTY FELLOWSHIPS**

Approved by Faculty, October 25, 1991  
September 6, 2001 (Revised)  
March 3, 2008 (Revised)  
April 21, 2014 (Revised)  
October 13, 2017 (Revised)

### APPENDIX III

#### **CRITERIA AND PROCEDURES FOR SELECTION OF RECIPIENTS FOR COLLEGE OF ENGINEERING TITLED CHAIRS, PROFESSORSHIPS AND FACULTY FELLOWSHIPS**

##### **CRITERIA:**

1. Designated college chairs and professorships may be awarded to tenured professors or tenured associate professors in the College of Engineering. Designated college faculty fellowships may be awarded to tenure-track assistant professors in the College of Engineering. Existing faculty as well as faculty being recruited for vacant faculty positions may be considered. The criteria for such appointments are stated in AR 2:1-1, page 3, Section III.C.3. The title shall reflect the academic rank.
2. No present holder of a "University Alumni" or any other professorship at the University shall be considered for a College titled professorship.
3. Recipients will be selected on the basis of a distinguished and sustained record in the areas of teaching, research and service to their department, college, university and profession. Emphasis will be placed on substantial and continued contributions. The specific emphases among teaching, research and/or service will depend upon, to a large extent, the wishes of the individual or corporate benefactor funding the professorship, chair or faculty fellowship.
4. No person who is a candidate for a College of Engineering titled chair, professorship or faculty fellowship may participate in any part of the selection process, and any candidates holding administrative appointments, whose office is a designated part of the selection process, will pass their duties on to the next higher administrator in rank.

##### **PROCEDURES:**

1. The selection process will be initiated when there are sufficient endowment funds to supply adequate financing for a position. If the chair, professorship or faculty fellowship is designated for a particular department, the Dean of the College of Engineering will notify the department chair that the selection process can be

initiated. If the chair, professorship or faculty fellowship is undesignated, the Dean will initiate the selection process.

2. For a department-designated position, the department chair, in consultation with the Dean of the College of Engineering, will appoint the Selection Committee. No one who is a candidate may serve on the committee. The Selection Committee will consist of up to five members as follows:
  - a. A faculty member from the department in which the appointment is to be made.
  - b. A UK engineering faculty member from another department.
  - c. A faculty member from another college.
  - d. No more than two additional members may be appointed by the Dean.
  - e. The committee chair will be elected by the members.
3. A separate selection committee is not needed if the College of Engineering, or one of its departments, recruits from outside using a search committee to fill an endowed position.
4. For an undesignated chair, professorship or faculty fellowship, the membership of the Selection Committee, as appointed by the Dean, will be identical to that for a department-designated position except that the college representation will consist of two faculty members from different departments in the College.
5. The department chair or the Dean will make available to the chair of the Selection Committee any specific requirements or criteria which are to be considered in the selection process. This includes any requirements set forth by the benefactor of the chair, professorship or faculty fellowship.
6. The department chair or the Dean, as appropriate, will act as the liaison and will assist the Selection Committee in advertising and recruiting for the position and in obtaining relevant information. In the event that the department chair is a candidate, the liaison will be appointed by the Dean of the College of Engineering.
7. The Selection Committee normally will not interview candidates but may interview or obtain additional information from:
  - a. Faculty in the department or in related disciplines.
  - b. The department chairs.
  - c. The Dean and other administrators within the College of Engineering.
  - d. The Dean of the Graduate School, Vice President for Research, and/or Deans of other colleges.
  - e. Undergraduate and/or graduate students in the College of Engineering.
  - f. Industry personnel, research laboratory directors or other sources such as professional societies.

- g. Faculty members and administrators at other institutions.
8. The Selection Committee will forward its recommendations to the Dean of Engineering through the committee chair. If the Dean concurs with the recommendations, including any recommendations provided by the department chair, he or she will forward them to the Provost. If the Provost concurs with the recommendations, he or she will be asked to submit them through the President to the Board of Trustees. If vetoed at any level, the committee will be asked to submit new recommendations. If vetoed a second time, the committee must be reconstituted and the procedure restarted.
  9. In the event that the Selection Committee decides that the standards required have not been met by any of the eligible candidates, the Selection Committee should transmit this decision to the Dean of Engineering through the department chair, for a department-designated position, or the committee chair, for an undesignated position.
  10. Appointment to a titled professorship or titled chair shall be for a period of no more than five years. Appointment to a titled faculty fellowship shall be for a period of no more than three years. The faculty person may be reappointed subject to the original competitive review process.
  11. The holder of a titled chair or professorship must relinquish such position in the event he/she no longer remains a tenured member of the College faculty, except that, upon bona fide retirement, the holder shall retain the title (but not the salary) with the term "emeritus" added. The holder of a titled faculty fellowship must relinquish such position in the event he/she no longer remains a tenure-track member of the College faculty, except that, upon receiving tenure, the holder shall retain the title and salary through the fellowship appointment end date but would not be eligible for reappointment to the fellowship since they would no longer meet the rank criteria of Assistant Professor.

APPENDIX IV

**CONSTITUTION OF THE UNIVERSITY OF KENTUCKY  
ENGINEERING HALL OF DISTINCTION**

Approved by the Faculty  
September 27, 1991  
Amended by the Selection Board  
12/95, 1/2001

#### APPENDIX IV

### **CONSTITUTION OF THE UNIVERSITY OF KENTUCKY ENGINEERING HALL OF DISTINCTION**

#### **PREAMBLE**

In order to recognize individuals and emphasize the significance of their professional contributions and dedicated service to the engineering profession, the College of Engineering at the University of Kentucky, Lexington, Kentucky, hereby establishes the University of Kentucky Engineering Hall of Distinction. It is the objective of the Hall to provide recognition for its alumni whose distinguished careers have contributed to, or reflect credit on, the various academic programs in the College and the University.

#### **Section I. ELIGIBILITY**

##### *Article 1.*

To become eligible for election to the Engineering Hall of Distinction, the individual must be an engineering or computer science alumnus or alumna, and must satisfy all the following criteria: (amended by Selection Board January 2001)

- (1) Have established an outstanding professional record;
- (2) Have demonstrated distinguished service to his/her profession; (amended by Selection Board January 2001)
- (3) Have established a personal reputation at either the local, state, national, or international level for outstanding character and community service for a period of time sufficient in length to reflect without reservation great credit and honor upon the University; and
- (4) Be able to provide an outstanding role model for the current College of Engineering students. Selection shall be by the Selection Board.

##### *Article 2.*

No University employee, while in active service, may be eligible for the award.



Section II.  
**SELECTION BOARD**

*Article 1.*

The Selection Board shall be constituted as follows:

- (1) Dean of the College of Engineering
- (2) President or a Board Member appointed by the President of the UK Engineering Alumni Association
- (3) Two members of the faculty of the College of Engineering not currently chairpersons
- (4) The department chairpersons of the College of Engineering

*Article 2.*

The two faculty members shall be appointed by the Dean to serve for four-year periods. The initial appointees shall serve for a period of two or four years, respectively.

*Article 3.*

The Dean shall chairperson the Selection Board.

Section III.  
**NOMINATIONS**

*Article 1.*

Nominations for the Engineering Hall of Distinction may be presented in writing to the Selection Board by an interested person at any time. The department shall be responsible for the preparation of a selection dossier that includes a resumé and other appropriate documentation that presents the best case for selection.

*Article 2.*

The chairperson of the department from which the alumnus or alumna received his or her first College of Engineering degree shall document the qualifications of each nominee by obtaining such information as the Selection Board may require to ensure that the qualifications and criteria for the award are met.

*Article 3.*

Deceased persons may be nominated for the award.

Section IV.  
**SELECTION**

*Article 1.*

The Selection Board will review all nominations prior to the annual meeting for the purpose of eliminating those nominees not meeting the standards. At the annual meeting the Selection Board shall then select recipients from nominations that have lain on the table for three months or more. The appropriate department chairpersons will place the name of their candidates before the Selection Board during the annual meeting with a brief oral presentation.

*Article 2.*

The annual meetings shall be closed because of the confidentiality of matters that may be discussed.

*Article 3.*

The number of recipients selected for the first year shall not exceed six. Thereafter, the number of recipients shall be limited to a maximum of six annually. (amended by Selection Board December, 1995)

*Article 4.*

Nominees who are not selected at the annual meeting at which they are first eligible will automatically be carried forward for consideration for the next two annual meetings unless dropped from the list of nominees by a motion of the Board. If not selected in this period, they may be renominated at a later date.

*Article 5.*

The Board may, on its own motion, make nomination for consideration by the Board. These nominees will be subject to all the criteria established by the constitution.

*Article 6.*

A quorum of the Board shall consist of nine or more members. To be selected to the Engineering Hall of Distinction, a nominee shall receive a favorable vote from not less than 80 percent of the members present at the annual meeting.

Section V.  
**AWARDS**

*Article 1.*

Those selected to the Engineering Hall of Distinction shall be presented with an appropriate award. Suggestions as to the type of award shall be prepared by the Dean and presented to the Selection Board for approval.

*Article 2.*

An appropriate public display commemorating the achievements of the recipients shall be prepared by the Dean and located at a site approved by the Board.

Section VI.  
**GENERAL RULES**

*Article 1.*

The award shall be made at an appropriate time to be designated by the Dean.

*Article 2.*

The College of Engineering shall defray expenses related to providing appropriate awards and to arranging for the public display commemorating the achievements of the recipients.

*Article 3.*

The recipient, if living, must attend the awards ceremony and interact in a variety of ways with appropriate faculty and students while on campus to receive his/her award. The department which prepared and presented the nomination shall be responsible for developing an appropriate schedule for the awardee.

Section VII.  
**AMENDMENTS**

This Constitution can be amended only by the Selection Board at an annual meeting, the proposed changes having been introduced at a preceding meeting. Constitutional amendments require a favorable vote from not less than two-thirds of a quorum of the members.

## APPENDIX V

### **RULES FOR CONDUCT OF COLLEGE OF ENGINEERING ELECTIONS AND BALLOTING**

APPENDIX V

**RULES FOR CONDUCT OF COLLEGE OF ENGINEERING ELECTIONS AND  
BALLOTING**

The following additions to the Operating Rules of the College of Engineering are to govern voting in College wide elections and other ballots, except when these are conducted by an outside agency such as the Graduate Council, the Senate Council, and similar bodies.

1. The Dean of the College shall be administratively responsible for the physical process of collecting nominations, in the case of elections, or disseminating the issues to be decided, in the case of other ballots, conducting the voting, and counting the ballots. The Dean shall report the results to the College Faculty and such other persons or groups as have expressed an interest in the outcome.
2. Voting may be done with paper ballots or electronically, at the option of the Dean, but in either case in such a manner as to preserve the anonymity of the voters and the confidentiality of their votes.
3. All ballots shall state the issues to be decided or the nominees for election. They shall also state the deadline for return of the vote, normally the close of business five business days after being sent out for electronic ballots, and seven business days after being sent out for paper ballots. That means that the deadline for returning an electronic ballot sent out on a Monday would be 4:30 P.M. on the following Monday. For a paper ballot it would be 4:30 P.M. on the second Wednesday. Counting of votes, verification of the results, and notification of the faculty shall follow as soon as practicable (typically one business day) after the deadline for return of the ballots.
4. Two members of the Engineering Faculty Advisory Council (EFAC), chosen ad-hoc by the Council and having no personal stake in the outcome of the voting, shall supervise the conduct of each ballot or election on behalf of the Faculty to assure confidentiality of the votes, the accuracy of the count, and the prompt reporting of the results.
5. The following additional rules shall govern the election of College Faculty representatives to the University Senate. These shall be supplementary and subordinate to the Rules of the Senate which, among other pertinent regulations, state eligibility requirements for voters and representatives, and the number of representatives to be elected.
  - a. The Dean, acting through the Engineering Faculty Advisory Council, shall solicit as many nominees as possible for each vacancy, shall determine their eligibility and shall ascertain their willingness to serve if elected. At least two nominees for each vacancy shall appear on the ballot. Self nominations shall be acceptable.

b. The list of nominees shall be circulated to the faculty electronically or on paper no less than one week prior to the start of voting.

c. Each eligible voter shall vote for a number of nominees equal to the number of vacancies. The ballot shall clearly state this requirement and also state that ballots with more or fewer votes shall not be counted. (This has been a University Senate rule)

d. The nominees receiving the largest number of votes shall be declared to be elected. In case of ties for the last vacancy or vacancies, a second ballot shall be prepared as soon as possible, containing only the names of those who tied for the vacancy or vacancies. This ballot shall follow the rules for the earlier ballots - see #3, #5b and #5c above. The nominee(s) receiving the largest number of votes in this round shall be declared to have been elected. If there is again a tie the winner shall be selected by toss of a coin or similar random process. (This has also been a University Senate rule.)