

**MINUTES**  
**Chairs Meeting**  
**Thursday, Sept. 11, 2003 at 8:30 AM**  
**245 Patterson Office Tower**

All chairs and administrative staff were present.

Dean Hoch reported that the projected deficit for the College is \$630K. Supplementary budget requests will be reviewed next week. There were no unreasonable requests, but they still total over 100K.

The Dean mentioned that summer course offerings need to be planned.

There will be a special meeting for reviewing promotion and tenure procedures. All chairs are invited, but new and acting chairs are required to attend.

1. Stuart Kaufman, chair of the A&S College Council ad hoc committee on Rules of Governance, stated the current college rules date from 1984. The Rules Committee will have nine members, three from each area. Six have been appointed by the College Council. Chairs Perry, Fiedler, and Waterman will find three additional members. Dean Hoch would like a draft revision of the rules available for dissemination to the faculty for discussion by the beginning of the spring semester.

David Hamilton expressed the need to streamline course proposal procedures.

2. Dean Hoch stated that the privilege of appointing named chairs and named professorships resides with the UK Board of Trustees. Departments may only make nominations to the Dean when these positions are vacant. Departments must have a written procedure for nominations, and chairs were asked to develop such procedures for their departments. The Dean shall approve departmental nomination procedures.

Nominations coming from departments will be forwarded to a new College Committee on Named Chairs and Professorships which will make a recommendation to the Dean.

3. Templates for offer letters for new faculty hires will be posted to the web on the College's Intranet. Offer letters must have a signed acceptance letter from the new faculty member.

4. Sabbatical procedures are on the web. Notify your faculty of the Oct. 1 deadline. Dean's staff can verify faculty eligibility.

5. If there is to be a deviation from the standard departmental teaching load for any faculty member, this requires approval in the dean's office.

6. The New Faculty and Awards Reception will be September 18 at 3:30 PM at the Boone Faculty Club. Chairs or their designate will introduce the new faculty. Roxie will send chairs spreadsheet to verify all are included.

7. Dean Hoch asked for comments from chairs on FMER. After discussion, Dean Hoch called for a vote to allow departments to develop their own assessment instrument or use the current form. It was approved 9 to 7.

8. A self-study and review of the College is to be undertaken this academic year. The Dean will discuss with the Executive Committee the need for it to assume a leadership role in the review process.

Dean Hoch stated he was concerned about faculty morale. Dr. Staben stated that the faculty needed a clear statement of what advantages would accrue to them if the College of the budget were made more flexible, with a lower percentage of the budget being dedicated to salary and fringe. After discussion, it was decided that Dean Hoch would send an e-mail to all chairs requesting they initiate departmental discussions on this matter. Dean Hoch stated that better support for faculty research needed to become a higher priority for the College.

Adjourned 10:15am

Next regular scheduled meeting is Thursday, October 9, 2003.

Respectfully submitted,

Roxie Hanson