

December 7, 1917

6a

The faculty met in special session December 7, 1917, President McVey presiding. Quorum present.

The following persons were recommended to the Board of Trustees for the degrees as indicated below:

BACHELOR OF ARTS IN EDUCATION

Sterling Day
Vaught Mills
Myrtle Rose Smith

BACHELOR OF ARTS

William Thornton Lafferty

BACHELOR OF SCIENCE IN AGRICULTURE

Berthus B. McInteer

President McVey appointed a faculty committee and instructed them to codify the faculty rules now in force. The committee is as follows: Dr. Boyd, Professors Freeman, Noe, Melcher, Roberts and Gillis.

The following persons were appointed on the Graduate School committee: Drs. Terrell, Tuttle, Tuthill, Professors Good and Freeman.

Dr. Boyd, chairman of the Committee on Constitution, reported recommendations made by the Council. The Constitution was adopted by the Faculty and recommended to the Board of Trustees. It is as follows:

GOVERNING REGULATIONS

I. The Board of Trustees.

The government of the University of Kentucky is vested by law in the Board of Trustees. The Board is final authority in all matters affecting the institution and exercises jurisdiction over its financial, educational and other policies, and its relation with the state and federal governments. In accordance with the experience and practice of this and other institutions of similar character, the Board entrusts the execution of all its plans and policies, together with its internal government and

administration of the institution, to the President and the faculty, and such other officers as it may select. The President submits monthly, for the information and approval of the Board, a report showing what matters already approved by the Board have been put into execution, and all new matters, which, in his judgment, demand attention, or for which he wishes the approval of the Board. Since the Board is responsible to the legislature for the management of the institution, it desires full information upon all matters, financial and educational, from proper officials.

II. THE UNIVERSITY ORGANIZATION .

The University of Kentucky is organized as follows:

COLLEGE OF ARTS AND SCIENCE.

Department of Anatomy and Physiology
 Department of Bacteriology
 Department of Botany
 Department of Chemistry
 Department of Education
 Department of English
 Department of Entomology and Zoology
 Department of Geology
 Department of Greek
 Department of History and Economics
 Department of Journalism
 Department of Latin
 Department of Mathematics and Astronomy
 Department of Military Science
 Department of Modern Languages
 Department of Philosophy
 Department of Physical Education
 Department of Physics

COLLEGE OF AGRICULTURE.

The College.

Department of Agronomy
 Department of Animal Husbandry (Beef Cattle, Sheep and Swine)
 Department of Animal Husbandry (Dairy Cattle, Horses and Poultry)
 Department of Farm Management
 Department of Home Economics
 Department of Horticulture
 Department of Markets
 Department of Veterinary Science

Experiment Station.

Department of Administration
 Department of Agronomy
 Department of Animal Husbandry (Beef Cattle, Sheep and Swine)
 Department of Animal Husbandry (Dairy Cattle, Horses and Poultry)

Experiment Station.

- Department of Chemistry
- Department of Entomology and Botany
- Department of Farm Management
- Department of Feed Control
- Department of Fertilizer Control
- Department of Food and Drug Control
- Department of Horticulture
- Department of Markets
- Department of veterinary Science

Extension Division.

- Club for Boys and Girls
- Farm Demonstration
- General Extension Work through Departments. (Agronomy, Animal Husbandry, Dairying, Soil Fertility, Farm Management, Feed Control, Horticulture, Veterinary Science and Marketing.)
- Home Demonstration
- Negro Demonstration

COLLEGE OF ENGINEERING. (As provided for in resolutions of Board of Trustees, adopted June, 1917.)

- Department of Civil Engineering
- Department of Drawing
- Department of Electrical Engineering
- Department of Industrial Engineering
- Department of Mechanical Engineering
- Department of Mechanics of Engineering
- Department of Mines and Metallurgy
- Department of Practical Mechanics
- Department of Rural Highway Engineering

COLLEGE OF LAW

GRADUATE SCHOOL

SUMMER SESSION

III. The President

The President is the executive head of the University and of all the work associated with it, and ex officio a member of all faculties and of all committees. He is the official medium of communication between the Board of Trustees on the one hand, and the Senate, faculties, administrative officers, student organizations, and students, on the other. He is responsible to the Board for the educational and business policies of the institution and all of its interests, subject to the state laws and the rules and regulations of the Board of Trustees.

It is the duty of the President to call meetings of the Senate, the Council, and the Assembly and to preside over them. He may also call meetings of the various college faculties. It is his duty, in consultation

with the University Senate, to make recommendations covering the general policy of the institution and for securing and coordinating its parts. While it is the duty of the President to make such recommendations, no recommendations covering any general policy may be made to the Board of Trustees, without first consulting the Senate, except in emergencies requiring immediate action. Nor shall any recommendations be made affecting the policy of any college or department without first consulting the dean or head of that department.

It is the duty of the President to see that the rules and regulations of the Board of Trustees and of the Senate are enforced. It is, moreover, the duty of the President to consult the Council and also the deans of the faculties concerned, on the appointment or promotion of any member of the faculty, on the reorganizations of colleges and departments, on disputes arising between colleges and departments, and on matters on budget apportionment. The right of final decision in these matters is reserved to the President, but in case of differences between the President and a dean or the majority of his faculty, or the Senate, the President shall present to the Board of Trustees their views in writing and the reasons therefor, and also his own.

Among the duties of the President are the preparation, in cooperation with the deans, of the budgets and reports to the Board of Trustees in regard to all appointments, changes of rank, removals and salaries of officers, instructors and other employees, the conduct of Commencement and other public exercises, the calling of special meetings, except as provided for otherwise, and the assignment of offices and class rooms. Before submitting the final report to the state legislature, through the Board of Trustees, the President shall submit it to the Senate for its information, after first submitting to the deans or directors or heads of departments the part of the report affecting their departments.

The President signs all checks issued by the Business Agent.

IV. The Council.

The Council consists of the President (chairman), the deans of the colleges, the chairman of the Graduate School Committee, the Dean of Men, the Dean of Women, the Registrar (secretary ex-officio), the Director of the Experiment Station, the Director of Extension, together with two members elected annually by the Senate.

The Council holds weekly meetings throughout the academic year. It is charged with the administration of the requirements and regulations established by the Senate, but has no legislative functions, though it may in its capacity as an administrative body, suspend the action of a rule in an individual case. The Council is also given exclusive and final jurisdiction over all cases of discipline. This work is carried on by a sub-committee of three, which reports its findings to the Council for ratification. The Council has jurisdiction over questions of scholarship and attendance, student changes of courses, coordination of outside activities, calendar and vacations. It passes upon all student petitions and administrative detail, except

in cases involving general University policies.

V. The Senate.

The Senate is the legislative body of the University. It consists of the President, the Deans of the various colleges, the Director of the Experiment Station, the Director of Extension, the Business Agent, the Librarian and Assistant Professors. The presiding officer of the Senate is the President, or in his absence, the dean of one the colleges appointed by the President. The Registrar is ex officio secretary of the Senate. The Senate holds regular meetings on the second Monday of each month during the college year and special meetings at the call of the President, or at the call of the Secretary of the Senate, on the written request of ten members. Twenty members shall constitute a quorum.

The Senate has jurisdiction over all matters involving general University policy, so far as these are not reserved to the Board of Trustees or to the President. It exercises legislative functions touching the same, and makes such rules and regulations as it may deem advisable to promote the educational interests of the University.

Among other matters, the Senate has jurisdiction over the following:

- (a) Requirements and methods for admission to the institution and questions relating to advanced standing.
- (b) Requirements for degrees and certificates.
- (c) Determination of curricula, authorization of new courses of study and changes in courses of study.
- (d) Bulletins, including the catalog.
- (e) Prizes, honors and honorary degrees.
- (f) General relations and interests of students, including health, conditions of living, regulation of social life, athletics, student organizations and publications, musical and dramatic clubs, debate and oratory.
- (g) The Library.

The Senate recommends to the Board of Trustees, candidates for diplomas, degrees and certificates which are conferred by the President under the authority of the Board of Trustees. It appoints or authorizes the appointment by the President, of standing and special committees whose duty it shall be to consider the work referred to them and to make reports to the Senate.

The Senate may address the President of the Board of Trustees upon any University matter.

VI. The Assembly.

The University Assembly consists of all officers of instruction and above, the directors of divisions and stations, those engaged in state service work under the direction of the President, the Registrar, the Librarian, the Business Agent, and such other administrative officers as shall be designated by the President or Senate or Trustees. It meets near the beginning of each semester, at the call of the President or at any time upon the written request of ten members.

The Assembly may formulate its attitude upon any matter affecting the institution and may make recommendations to the Senate, or to the Board of Trustees, or the President, or the Council.

VII. The Deans of the Colleges.

The deans of the various colleges are appointed by the Board of Trustees upon the recommendation of the President. They recommend to the President all appointments, promotions or removals of members of their respective college staffs. They have charge of the enrolling of students and general oversight of their work. They exercise supervision over the conduct of their own students. They recommend from time to time, to the faculties of their respective colleges, or to the University Senate, changes in the curriculum or methods of procedure, and they make an annual report to the President upon the work of the colleges under their direction. They are ex officio members of the Council and of the Senate. They are charged with the oversight of the educational work of their colleges and their efficient conduct, and together with the President, with the responsibility for the well-being of the institution as a whole. Mr. Stoll moved that any dean may be suspended by the President of the University with right on the part of the dean to appeal to the Board of Trustees. Seconded by Mr. Harris, motion adopted.

VIII. The Faculties of the Colleges.

Any one giving instruction in any department of a college of the institution is considered a member of the faculty of that college. The deans, professors, associate professors, assistant professors and instructors shall vote in matters affecting the general policy of any college. The faculty of each college meets from time to time to consider the welfare of the group and to make such recommendations to the President and Senate as may be deemed advantageous, but no special faculty has the power to nullify legislation that touches in any way the general policies of the institution. Each administrative head may call a meeting of the faculty of his college whenever it seems advisable to him or whenever requested to do so by one fourth of the faculty. The President shall be informed of such meetings, and of matters to be considered.

IX. The Departmental Staffs.

Each departmental staff consists of such professors, associate professors, assistant professors, instructors and teaching fellows, as may be appointed by the Board of Trustees, to give instruction or to conduct experiment or research in one of the recognized fields of study. The head of the department has general direction of the work of the department. In this capacity he makes departmental reports and is finally responsible for the work and progress of his department.

The departmental staff has jurisdiction with the approval of the President over matters concerning its own internal policies, in so far as these do not conflict with other departments or with the rules and regulations of the Senate. It determines the organization of the work of the department, recommends to the dean and faculty

9 a

of its college new courses when deemed advisable and consults with them in regard to matters of departmental policy and budget. The head of the department recommends to the dean the appointment, promotion or removal of members of his staff, which recommendations are to be transmitted to the President with approval or disapproval. Members of the staff may make recommendations to the head of the department under conditions similar to those governing the head of the department in making recommendations to the dean, and the President.

X. Other Administrative Officers.

1. The Dean of Men.

The Dean of Men has supervision of the welfare of all the men students of the institution. He has frequent personal interviews with them, and corresponds with their parents on matters of conduct. He has oversight of rooming and boarding houses for men, including the dormitories on the campus, and the fraternity houses. He inspects these houses and in cooperation with the President, approves or disapproves such houses and sees that proper discipline is maintained in them.

2. The Dean of Women.

The Dean of Women is charged with the general supervision of all the women students of the institution, including those in Patterson Hall (provided that the legislature amend the statutes to this effect). The Dean will aid and advise with women students in their institutional life.

3. The Director of the Summer Session.

The Director of the Summer Session is appointed by the Board of Trustees upon the recommendation of the President. The Director recommends to the President the faculty for the summer session, and the courses to be offered. He has charge of the enrollment of students and their work, and had general supervision over summer session.

4. The Committee on Graduate Work.

The President shall appoint from the faculty a committee of five on Graduate Work. The Committee is charged with the duty of making recommendations to the Senate on the requirements for advanced degrees, the regulations necessary to insure a high standard of graduate work, and the departments of instruction authorized to offer courses leading to Graduate degrees. The Committee has final authority to pass upon courses offered for graduate work, thesis subjects, and regulations for examinations.

5. The Registrar.

The Registrar has charge of the registration and the permanent records of the students. He conducts correspondence with prospective students, and subject to the rules of the Senate, examines and passes upon entrance credentials, including entrance with advanced standing and as special students. He has full charge of the schedule of classes and of examinations. He edits the institution directory

and compiles institution statistics, and in cooperation with a committee of the Senate, has charge of the editing and distribution of the University catalog and announcements. He presents to the Senate in October the list of students eligible for degrees in June, and at the close of the second semester those who have completed the requirements for degrees, or are eligible for degrees in the following December. He furnishes a list of the candidates for degrees to the Senate for recommendation to the Board of Trustees. He prepares diplomas and certificates and delivers them to the President for award at the Commencement Exercises. He is ex-officio secretary of the Senate and of the Council.

6. The Business Agent.

The Business Agent of the University is the accounting and purchasing officer of the institution. He issues all checks. He buys all supplies and other chattel property, and has general supervision over all departmental expenditures. He shall make an inventory of all chattel property of the University, excepting library books already cataloged, and shall report the same to the Board during July of each year. He shall file with the President all invoices of supplies, and records of performance or part performance of contracts for the same. He shall keep in his office such a record of his operations that, by reference to papers filed by him with the President as above required, the record may be made absolutely complete. He shall also have charge of all sales of property unless other provision has been made. He shall prepare an annual report for the Board of Trustees and cooperate with the Secretary of the Board in the conduct of financial and business matters relating to the University. He shall keep all accounts and assist the President in the formulation of the budget.

7. The Librarian.

The Librarian has the custody of all library equipment and of all books, magazines, pamphlets, etc., belonging to the University. It is his duty to make all books as easy of access as possible to all patrons of the library. He consults with departments regarding the purchase and management of books of a technical nature, but selects alone, or in cooperation with the library committee, reference and miscellaneous books not clearly within the field of any established department. With the library committee he formulates rules carrying out the policy of the Senate for the government of the library and its various parts. He keeps a record of accessions and losses, and reports to the Board whenever required, the number of volumes in the library, their value and the losses, if any, with value.

8. The Superintendent of Buildings and Grounds.

The Superintendent of Buildings and Grounds is responsible to the President for the preservation and the efficient working of the physical plant of the University, including the campus and buildings. He is charged with the execution of all routine work done in connection with the physical plant, except such as may be otherwise assigned by the Board of Trustees, and of such special work as may be delegated to him. He employs, subject to the approval of the President, such assistants, janitors, watchmen, mechanics and other laborers as may be authorized by the Board of Trustees, except the laborers on the Experiment Station farm, who are appointed and supervised by the Director of the Experiment Station and the Dean of the College of Agriculture. He

has the immediate supervision of all laborers mentioned above, keeps and reports a record of their time, and discharges any for cause or when their services are no longer needed, but only upon the approval of the President.

10a

9. The Advisory Board of Patterson Hall.

The Advisory Board of Patterson Hall (provided the present statute is so amended) is appointed by the Board of Trustees on the recommendation of the President. It acts in an advisory capacity, making recommendations concerning Patterson Hall to the Board of Trustees through the President, and acting as counsellor for the Dean of Women, in matters pertaining to Patterson Hall.

10. The Superintendent of Men's Dormitories.

The Superintendent of the Men's Dormitories is responsible to the President, through the Dean of Men, for the maintenance of proper living conditions in the men's dormitories.

XI. Appointments, Promotions and Removals.

The President is appointed by the Board of Trustees. The Deans, the Registrar, the Librarian, the Business Agent and the Superintendent of Buildings and Grounds are appointed by the Board, upon the recommendation of the President. Before making such recommendations, however, the President is expected to confer with the Council, and in making his recommendations to the Board he is expected to present the qualifications of all candidates, together with such testimonials as they may submit. Directors of divisions and stations and heads of departments are appointed by the Board on the recommendation of the dean of the college concerned and the approval of the President. All other appointments or removals are made by the Board on the recommendation of the officers superior in rank to the persons in question, and the approval of the President. But the President may reserve the right to recommend some other than the names recommended by the dean, or to ask the dean to make new recommendation. When the President does not endorse the recommendation of the dean for the promotion, removal or appointment of a member of the staff, he shall state in writing, when requested to do so, to the Board of Trustees, the recommendations of the dean and the reasons therefor. When the Board is not satisfied with the recommendation of the President, it shall upon him to make another recommendation. Office assistants are appointed by the President on the recommendation of the head of the office concerned. Employees connected with the physical plant of the University are appointed by the President upon recommendation of the Superintendent of Buildings and Grounds.

All appointments shall be made strictly on the basis of merit. Political, fraternal, social or church influences shall in no case affect or prejudice the appointment of any individual. No member of the Board of Trustees and no relative by blood or marriage of any member of the Board of Trustees, or of any administrative officer of the University Staff holding the rank of assistant professor or higher, may be appointed to any position in the University. No alumnus or student of the University shall be employed as a teacher for a period longer than two years, unless he has been at least five years employed elsewhere in practical work or as a teacher, or in advanced study of the subject for which he was employed at the University. No appointment or

promotion to the rank of assistant professor or higher shall hereafter be made of any one who does not hold an advanced degree from an accredited college or university.

XII. Terms of Employment.

In the absence of special arrangement, the employment of members of the faculty is for a period of twelve months during each year. Those continuously employed must hold themselves in readiness for service at any time during the year and receive their salaries in twelve monthly installments. The others receive their salaries in ten monthly installments. It is assumed that all persons worthy of employment in the instructional staff will be interested above all else in developing the work of their departments, will have no interests incompatible therewith, and will give the utmost of their powers at all times to the promotion of that end.

Members of the University staff may be permitted to do professional work of an expert character outside the University, and to receive pay therefor, when it appears that the service desired cannot readily be obtained elsewhere, provided that no piece of such outside work shall be undertaken except on the prior authorization of the President. The President shall report in writing to the Board of Trustees, for public record in their minutes the facts relating to every such authorization which he gives.

No member of the teaching force shall receive any compensation for tutoring of students in any study or course for which he is empowered to grant the student credit, or over which he has any authority. This shall not be interpreted as prohibiting any one from tutoring for remuneration in subjects over which he has no control.

The importance of rest and recreation to teachers is recognized, and it is desired that all shall have reasonable vacations and shall use their vacations rationally to promote the end for which they are intended. All members of the faculty shall be in actual attendance at least until after Commencement and until all reports have been made, and at least three days prior to the first day of registration in September, unless for special reasons leave is extended by the President. All above the rank of instructor shall keep the President informed as to their whereabouts in periods of absence, and be in readiness to respond quickly to any call for service.

In the case of those whose term of service is continuous, and in case of assistants in departments and offices and of other employees of the institution, the President, or the President and the dean and the head of the department, director or superintendent concerned, may determine upon such terms of vacation as seem reasonable and just, and shall report same to the Board of Trustees.

XIII. Tenure.

The President may be appointed permanently, at the discretion of the Board. Deans of colleges, the Chairman of the Committee on Graduate Work, the Dean of Men, the Dean of Women, the Director of the Experiment Station, the Director of the Extension Division, heads of departments, professors and associate professors, are placed on permanent appointment upon recommendation of the President, and with

11a
the approval of the Board. Assistant professors may be appointed for three years upon the recommendation of the President and with the approval of the Board.

Before dismissal or demotion, particularly when there is an alleged breach of academic freedom or individual liberty, any member of the faculty is entitled to have the charges against him stated in writing, to have a fair trial before a special committee of the Senate, and to have the recommendations of such committees presented to the Board of Trustees, upon whom rests final authority for the promotion, appointment or removal of the members of the teaching, Experiment Station and Extension staffs.

XIV. Leave of Absence.

A professor, associate professor, or assistant professor, who has served four consecutive years, and requests it, may have a leave of absence for the purpose of travel and study, for one semester on one-half pay. If the service has been for seven consecutive years, a leave of absence may be granted upon request for one year on one-half pay. These permits, however, shall be given only on the advice of the President, and are open only to persons permanently appointed to position. They shall not be given so as to conflict with each other in any way, or to hamper the work of the institution. Service in the summer session without pay, for three summers, entitles a professor to leave of absence on full pay for one semester.

The purpose of this provision is to increase the usefulness of members of the University staff and no leave of absence shall be granted unless the grantee shall agree to teach at least one year thereafter.

No member of the instructional staff or other employee shall absent himself from his proper duties at the University, for any other cause than sickness, except by the permission of the President. The President shall report to the Board all absences whether from illness or other cause.

XV. Representation and Attendance at Meetings.

In order that the institution may be properly represented at the various academic gatherings or functions in which it is requested or invited from time to time, to participate, the President, or at his request the Senate, selects such members of the faculty as he or the Senate deem appropriate or worthy to represent the institution. A sum is set aside in the annual budget to defray the expenses of such representation in whole or in part.

In addition to the above, members of the faculty are urged to become members of and attend meetings of the national and state teachers' associations and of associations of teachers of their own class. Members are also expected to attend meetings held for the promotion of the particular field in which they are engaged or interested. In order to encourage teaching efficiency and to promote original and creative work among the members of the faculty, a sum is set aside also to defray the expenses in whole or in part of those who are delegated to attend such meetings by the President. Assignments from the fund are made by the President irrespective of the rank of the applicant. Members of the faculty to whom such assignments are made, are expected to make a brief report to the President on their return or at some University

gathering, if requested.

XVI. Order of Communications and Reports.

The official recommendations and communications on the part of any officer of the University shall be sent by him to his immediate superior, i.e., by a member of a department to the head thereof, by the head of a department to the dean of his college, by a dean to the President. The superior administrative office shall when so-requested, transmit such recommendations or communications with his own comments and recommendations thereon to the next higher officer.

Any member of the administrative or teaching staff of the University who has made in due course, as provided by the preceding section, any request or recommendations and has had such request or recommendation disapproved, shall have a right with due notice given to a full hearing before the Board of Trustees or the Executive Committee, with the privilege of presenting evidence or witnesses, and of being present at the subsequent discussion of his case until the vote thereon is to be taken.

XVII. Departmental Unity.

The principle of departmental unity is officially adopted, e.g., as illustrated in the courses in Chemistry, which regardless of whether they are for pre-medical, engineering, agriculture, industrial chemistry or home economics students, or for students in general chemistry in Arts and Science, should be taken in one department of Chemistry.

XVIII. Regulating the Use of University Property.

No one connected with the University shall use, for his own personal pleasure, or for other purposes, or remove from the buildings or grounds, any property of whatever description belonging to the institution, even though it may seem to be of no value, unless it be temporarily and pursuant to some well established regulations or usage, or with the distinct approval of the President.

XIX. The Spirit of Cooperation.

It shall be the duty of all persons connected with the institution to cooperate with the Board of Trustees in carrying out the purposes and policies of the Board, and it shall also be the duty of all persons to cooperate with the President, who is the representative of the Board. Deans, heads of departments and full professors may reasonably expect the loyal support of professors and employees who work with them in carrying out the policies approved by the president and faculty.

At the same time, all superior officers are reasonably expected to give an open mind to criticism or suggestions made to them by teachers and other persons working under their direction. The Board of Trustees desires all persons connected with the University to deal with one another frankly and kindly and to work harmoniously together for the advancement of the institution. In the opinion of

the Board, it is only under such conditions that a noble spirit of cooperation and helpfulness may be created at the institution. Such a spirit cannot be created by legislation or constitutional amendments.

43

XX. Amendments

Subject to the approval of the Board of Trustees, this constitution may be amended by the Senate by a majority vote of the members present at two regular meetings, written notice having been given to each member at least two weeks prior to any meeting when an amendment is to be considered.

This constitution may be amended by the Board of Trustees. Notice shall be given to the President and Senate of the University when such amendments are under consideration by the Board of Trustees.

President McVey outlined certain recommendations to be made to the Legislature and called attention to some changes that should be made in our entrance credits.

Ernest G. Gills

Secretary

January 14, 1918.

The Senate met in regular session Monday, January 17, 1918, President McVey presiding. Quorum present.

The minutes of the December meeting of the Faculty were read and approved.

Dr. Boyd, Chairman of the Committee to codify the rules of the Senate, reported the recommendation of the Committee on Entrance Requirements as follows:

Any graduate of an accredited school will be admitted who presents three units in English, one unit in Plane Geometry, one unit in Algebra and ten other units selected from any subjects counted by an accredited school for graduation. Four units may be in vocational subjects.

Students not graduates of an accredited school must pass examinations on fifteen units distributed in the same way.

After the year 1918-19, no student will be admitted with a condition.

On motion the Senate voted to make the new entrance requirements retroactive for students who entered the University this school year.

President McVey asked the Senate to elect two of its members to membership in the Council. On second ballot Doctor Tuttle and Professor Roberts were elected.

The Senate approved the continuation of the Committee on Classification of Proposed Senate Legislation.

Secretary