

**RULES OF OPERATION AND PROCEDURES  
FOR THE DEPARTMENT OF MERCHANDISING, APPAREL & TEXTILES and  
HOSPITALITY MANAGEMENT  
SCHOOL OF HUMAN ENVIRONMENTAL SCIENCES  
UNIVERSITY OF KENTUCKY**

*All department policies and procedures are subordinate to those set forth in the Governing Regulations (GRs), the Administrative Regulations (ARs) and the University Senate Rules (USRs), including those enacted after the approval of these rules.*

These Rules of Procedure are intended to be consistent with 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 supersede the policies and procedures described below.

I. Functions: The functions of the Department of Merchandising, Apparel & Textiles and Hospitality Management & Tourism are teaching, research and service, in keeping with our mission as a unit within a land-grant university. Active integration of discovery, learning, and engagement activities is highly valued by the department and often includes experiential and service learning opportunities.

II. Faculty

A. The faculty in the Department of Merchandising, Apparel & Textiles and Hospitality Management & Tourism is composed of:

1. Faculty on regular appointment, including regular title, special title, Extension title, and lecture.
2. Temporary and or part-time instructors.
3. Faculty with joint, adjunct or voluntary appointments.

B. Only persons holding regular appointments in MAT/HM are voting members.

III. Faculty Meetings

A. Scheduled Meetings: Regular meetings of the faculty shall be held during the academic year. The first regular meeting will be scheduled for the week faculty return for the nine-month assignment period in August. Subsequent meetings, to be held approximately monthly, will be scheduled at that time for the remainder of the academic year. The chairperson of the Department shall schedule and chair the meetings or appoint a designee.

B. Special Meetings: Special meetings of the faculty shall be called by the chairperson. Special meetings can also be called by petition of a majority of the departmental faculty.

C. Agenda: An agenda for each faculty meeting (both regularly-scheduled and special) shall be prepared and distributed by the chairperson to the faculty via email 24 hours before the meeting.

This agenda will also be available electronically from the department office 24 hours in advance of the meeting. Items may be placed on the agenda for a faculty meeting by members of the faculty. Written agenda items should be submitted to the chairperson at least four days before the meeting. The agenda, accompanying email message, or reference documents should sufficiently inform faculty about the items for discussion and voting.

D. Quorum: The quorum required to conduct business shall be a majority of the voting faculty of the Department. Voting faculty shall include all lecturers, non-tenured and tenured faculty in the department. Faculty who cannot attend may not submit a proxy prior to the meeting to the Department chair, as issues evolve quickly during faculty discussions.

E. Parliamentary Procedure: Parliamentary procedure shall be in accordance with generally accepted procedures. Points of difference shall be decided in accordance with Robert's Rules of Order (newly revised), with decisions on interpretation to be made by a parliamentarian appointed by the chairperson.

F. Minutes: One of the faculty will record minutes of the faculty meetings. Minutes shall be typed by one of the departmental staff support associates or a faculty member and distributed to the faculty via email by the office of the chairperson within 14 days after the meeting. After minutes are approved by the faculty, they will be kept in the department office and made available to all departmental faculty members.

G. The following open meetings guidelines are to be followed for departmental as well as committee meetings:

1. Each department and any committees or subcommittees thereof shall provide for a schedule of regular meetings, specifying time and place.

2. Put in writing to all departmental faculty all notices and agenda for special or called departmental meetings. The electronic notice via email must be given at least 24 hours prior to the meeting time. For special meetings, discussions and action at the meeting shall be limited to items listed on the agenda. The agenda will be available electronically from the department office.

3. The department has under no obligation to notify the media of scheduled meetings unless a specific request from a news organization has been received.

4. When the meeting turns to specific personnel matters dealing with an individual case(s) (promotion, tenure, dismissal, appointment renewal, etc.), you may go into "executive" or "closed" session. These steps must be followed before the meeting is closed. This procedure should be followed even if no members of the public are in attendance at the meeting:

- a. Announce in the meeting: I will entertain a motion to go into executive session for the purpose of discussing personnel matters pursuant to MS 61.810(1)(g).

- b. Secure a motion and its second; take a hand vote; confirm that a simple majority has voted in

favor of the motion; record compliance with these measures in the minutes.

c. Announce that the meeting will go into executive session and ask the public to leave.

d. If a faculty member to be discussed is present at the meeting, you may ask him or her to leave for that portion of the executive session during which his or her case is considered.

e. You may not take any action (i.e., a formal vote) on any matter while in executive session; rather, use the executive session solely for the purpose of having vigorous and candid discussion about the strengths and weaknesses of the issue.

f. Minutes or summaries of executive sessions are not required; indeed, as regards the conduct of executive sessions the minutes should not show information which would defeat the purpose of holding a closed session.

#### IV. Departmental Committees

Appointments to all committees will be made at the August faculty meeting in consultation with faculty. The chair will make appointments to all committees except the Graduate Admissions Committee, where the DGS will make the appointments, and the Chair's Advisory Committee, which will be selected by faculty at the August faculty meeting. Recommendations of all committees must be presented for discussion and approval to the voting faculty. A description of the functions and operating procedures of all departmental committees are listed in an Appendix at the end of this document and shall be on file in the department office.

##### A. Standing Committees

The department chair serves *ex officio* on all department committees, except for the Graduate Admissions Committee, in which the DGS is *ex officio*.

Standing committees are:

- Strategic Planning Committee
- Curriculum Committee (HMT and MAT)
- Faculty Search and Screening Committee
- Chair's Advisory/Tenure & Promotion Committee

B. Ad hoc committees shall be appointed by the chairperson as needed.

C. A student representative will be appointed as appropriate to committees.

#### V. Faculty Search Process

A search committee shall be appointed by the Department chairperson in consultation with faculty when a position becomes available and permission to fill the position has been received

from the Director. A description of the functions and operating procedures of the search committee is in the Appendix at the end of this document and shall be on file in the department office. The procedures listed in this document are to be followed for the appointment of all full-time faculty.

#### VI. Promotion and Tenure Process

The promotion and tenure process shall be in accordance with the Governing Regulations of the University.

The Chairperson must confer with non-tenured faculty annually to advise regarding progress toward promotion and tenure. All tenured faculty may participate in the review if they desire. A committee of tenured faculty will review progress towards tenure at years 2 and 4. Non-tenured faculty may request progress reviews on an annual basis.

All tenured faculty shall examine promotion dossiers and advise the chairperson in writing of their recommendation, for promotion both to associate and full professor. Other UK faculty, including non-tenured faculty, may also write letters.

#### VII. Advisory Boards

Advisory groups shall be appointed by the chairperson as needed for each degree program. At least two-thirds of advisory board members shall be from outside of MAT/HMT. Advisory boards (two) are recommended one for MAT and one for Hospitality Management and Tourism.

#### VIII. Policies for Graduate Faculty

A. The graduate faculty consists of full and associate graduate faculty appointed by the Dean of the Graduate School.

B. Meetings of the graduate faculty will occur at least once per fall and spring semesters. The Director of Graduate Studies (DGS) will schedule and chair the meetings. Minutes of the meeting will be taken by a graduate faculty member, and distributed via email to the department chair and graduate faculty within 14 days of the meeting.

#### C. Policies for Admitting and Advising Graduate Students

To be admitted to the departmental M.S. program, a student must 1) be admitted to the Graduate School of the University of Kentucky; and 2) be admitted by the department.

Students will usually be funded by departmental teaching assistantships for a maximum of 2 years for the M. S. program. As a general rule, MAT/HMT graduate students are advised by a MAT graduate faculty member, and conduct the major portion of their M.S. thesis work under the direction of that faculty member. Upon entering the program, MAT/HMT graduate students may be uncommitted to an advisor. The DGS will initially advise all incoming graduate students. During the first semester, all graduate faculty will be invited to meet with students to discuss research opportunities. In consultation with the DGS, students will select a major advisor. Students should select a major advisor during their second semester. Faculty and students are responsible for following guidelines outlined in the MAT/HMT Graduate Student Handbook.

## IX. Responsibilities and Authority of Departmental Administrators

### A. Department Chairperson

The departmental chairperson is a key individual in the hierarchy of college and university administration. While the duties and obligations are similar across academic disciplines and institutions, the activities are shaped locally by specific institutional goals and policies; i.e., the chairperson is charged with carrying out the mission of the university by which he is employed. A land grant or agricultural and mechanical institution has traditionally been charged with meeting the needs of the residents of the state in which it operates. The history of the land grant school is tied to education, agriculture and engineering. The main purpose of establishing this type of institution was to serve as a repository of technical expertise for consultation with state residents, and the training of individuals to be involved in the economic and social development of the state.

The chairperson's responsibilities include:

**Department Academic** - implement short- and long-term goals developed by departmental faculty, set up committees, conduct departmental meetings, promote faculty involvement in academic affairs, and promote a scholarly environment.

**Business** - propose and administer budget, supervise staff, manage facilities, equipment, supplies, etc., maintain records (financial, student, etc.), write progress reports, and obtain funds.

**Communication** - represent faculty/departmental needs to upper level administration.

Represent administration goals/requirements to faculty. Coordinate departmental activities with other academic units, and maintain relationships with both internal and external organizations.

**Faculty** - recruit faculty members as described in the departmental rules of operation. Evaluate faculty in terms of (usually) teaching, research and service, as described in the departmental rules of operation. Assign faculty teaching responsibilities, university service responsibilities (committees, etc.), and departmental resources for research projects. Carry out professional development plans for each faculty member. Encourage/allow faculty to be productive in terms of research, scholarly publication, grantsmanship, travel and membership in professional organizations.

**Instruction** - implement a departmental curriculum developed by departmental committees and faculty. Evaluate students and curriculum based on internal measures of accomplishment (norm-referenced grading, ability to matriculate, etc.), external measures of accomplishment (national board examinations, criterion-referenced grading, acceptance to graduate and professional schools, etc.) and accreditation bodies. Schedule classes, recruit, select, advise, and counsel students.

### B. Director of Graduate Studies

The DGS of a graduate program reports directly to the Dean of the Graduate School or to the Dean's designee on all matters relating to graduate education in the program. The DGS's responsibilities include:

- Recruitment, admission, advising, and examining of students in their program.
- Administration of the specific graduate program, including maintenance of records, administration of graduate program funds, admission of graduate students, the University Scholars Program, fellowships, program requirement changes and new programs, advising and registration, appointment of advisory and examination committees, and other degree requirements related to the graduate program.
- Serving as the focal point for dissemination of information from the Graduate School and for the gathering of information
- Serving as program adviser to each new graduate student until the student has a Coursework Committee Chair.

### **C. Director of the Undergraduate Program**

- Assists with the recruitment of undergraduate students
- Advises undergraduate students
- Processes program and curriculum changes; serves as the contact person for the department with regard to these changes
- Advises students on study abroad course selections and provides approval to student services for degree completion
- Assesses class substitutions and approval for degree completion
- Serves on campus-wide committees that require input from DUGS

### **D. Director of HMT Program Internship**

The HMT Program Director, in cooperation with the department Chair, plays a crucial part in the direction of a specific departmental program. Maintenance of a viable, competent program is directly related to activities of the Director.

The Director of the Internships responsibilities include:

- Contact with program accrediting agency.
- Maintenance of accrediting agency standards.
- Periodic program reviews and evaluations.
- Marketing program through documentation, description, recruiting, etc.
- Correspondence with applicants.
- Acceptance of applicants (in consultation with committee and Chair).
- Orientation of accepted students.

- Student advising.
- Faculty advisor to clubs.
- Progress and evaluation of students through the program.
- Recruitment and documentation of adjunct faculty.
- Consultation with advisory boards.
- Budget development (in consultation Chair).
- Issuance of program completion documents.

#### E. HMA Advisor

The Hospitality Management Association (HMA) faculty advisor responsibilities include:

- Overseeing club officers nomination/voting/election process
- Working with students to coordinate fundraisers
- Assisting students in finding industry speakers for HMA meetings
- Accompanying the club trips, e.g. Atlanta Career Fair
- Support with updating HMA website
- Assisting with printing and distribution of information
- Presenting financial information to the school budget office in conjunction with the club treasurer
- Seeking new industry connections for professional development opportunities for HMA club members
- Encouraging student involvement in the club

#### F. MAT Club Advisor

The MAT club advisor responsibilities include:

- Overseeing club officers nomination/voting/election process
- Coordinating Fundraisers, e.g. Denim Drive, Spring Fashion show
- Providing speakers contacts for MAT club meetings from industry.
- Accompanying the club to field trips, e.g. Atlanta Trade show
- Support with archiving and updating MAT club website
- Assisting with monthly meeting poster, other information flyer development, printing and distribution of information.
- Presenting financial information to the school budget office in conjunction with eh club treasurer.
- Seeking new industry connections for professional development opportunities for MAT club members.

## G. Director of MAT Internships

The Director of the MAT Internships responsibilities include:

- Student career counseling and advising.
- Searching for internship opportunities in the field of Merchandising, Apparel and Textiles, production, retailing and marketing.
- Reaching out to companies, HR personnel to inform about the MAT program and seeking internships for MAT students.
- Creating Internship listserv to distribute different internship program/employment information.
- Arranging company information sessions for students on campus
- Arranging interview sessions with the company personnel for MAT majors
- Creating internship contract and syllabus for MAT 490 for Summer II
- Student evaluation via assignments, supervisor evaluations.
- Onsite visits to students interning in and around Lexington area.
- Phone calls to student supervisor to discuss intern performance for student outside Lexington area.
- Updating company contact lists each year
- Updating MAT website with internship information
- Updating MAT department board with internship information.

## X. Faculty Evaluation Procedures

Faculty performance evaluation shall conform to University and College guidelines. Faculty may vote biannually regarding their involvement in the evaluation process.

## XI. Departmental Distribution of Effort (DOE) Guidelines

Departmental guidelines will follow college and university guidelines. All faculty must have signed DOEs, agreed to at the beginning of every academic year. General guidelines for percent (%) of effort are as follow the College of Agriculture guidelines on credit for instruction.

Research: Research and/or Creative/Scholarly Research assignments will be negotiated based on faculty/ rank, needs of the department and faculty interests.

Personal Professional Development:

Sabbatical leave assignment will reflect term--1 or 2 semesters--of sabbatical.

Administration: Maximum effort committed for Sector, College, Department and University committees and membership on thesis/dissertation committees will be arranged by department chair and faculty.

Other additional amounts as appropriate to administrative assignment, e.g., chair, director of graduate studies, program coordinator, director, shall be determined.

## XII. Departmental Decision-Making Process



The philosophy of the Department of Merchandising, Apparel & Textiles and Hospitality Management & Tourism is that decisions are to be made democratically by the departmental faculty. The faculty will rely on departmental committees to provide recommendations based on their in-depth analysis. Recommendations of all committees must be presented for discussion and approval by the voting faculty. The department chair and the DGS will implement decisions reached by the departmental faculty and the graduate faculty, respectively. Any variation in the above procedures must be approved in advance by the faculty. Any actions or decisions that do not follow these procedures will be nullified, and the process started over at the committee level.

The department chair will be responsible for developing and administering the departmental budget. The chair will solicit faculty input for the next year's budget. Decisions on spending salary savings funds will be made in consultation with faculty generating those funds.

### XIII. Amendments

The Rules of Operation and Procedures for the Department of Merchandising, Apparel & Textiles and Hospitality Management & Tourism may be amended at regular or special faculty meetings by a majority of eligible voters present and absentees submitting proxies. A copy of the proposed amendment shall be dated and circulated via email ten working days before the meeting. An ad hoc committee will be appointed at least once every 10 years to review and amend the document; its recommendations must be approved by a majority of faculty. These rules of procedure have been created and approved by the faculty of this department, 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 Director, 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. A current copy of the approved rules for this department is available in the office of the Chairperson for the Department, the Director of the School, the Dean of the College, and the Provost's office.

**Chairperson (indicating approval by the faculty) Date**

**Director , School of Human Environmental Sciences Date**

**Dean Date**

**Provost Date**

### **Statement on Evidence of Activity that are Appropriate for Use in Evaluation of Faculty Candidates for Promotion and Tenure**

**Approved by the Faculty of Merchandising, Apparel & Textiles and Hospitality Management & Tourism on \_\_\_\_\_**

General Information University regulations establish criteria for promotion and tenure. These criteria are framed in terms of the expectation for excellence across all areas of assigned activity. The department expects these criteria to be applied rigorously to all faculty title series. However, department faculty vary with regard to disciplinary expertise as well as extension, research and instruction Distribution of Effort. Therefore, specific evidences of activity to be considered in

applying these criteria may vary greatly, particularly among mission areas. This statement on evidences should not be considered as inconsistent with or contradictory to university level regulations, nor with the criteria expressed therein. General Criteria for Ranks (UK's AR 2:2-1 7/1/08) Assistant Professor Appointment, reappointment, or promotion to the rank of assistant professor shall be made after it has been determined that the individual has earned the terminal degree appropriate to the field of assignment as recognized by the academic discipline, has capability for excellent instruction, research or other creative activity, and service, and demonstrates potential for significant growth. Demonstrating potential, professional advancement and trajectory of program development are weighted heavily for Assistant Professors being evaluated for progress toward tenure. Associate Professor Appointment, reappointment, or promotion to associate professor shall be made only after a candidate has met the criteria for assistant professor and has demonstrated high scholarly achievements commensurate with his other assignment in areas of: (1) teaching, advising and other instructional activities; (2) research or other creative activity; (3) professional, university, Cooperative Extension, and public service. Particularly, an indication of continuous improvement and scholastic contributions should be evident as documented by the candidate. Further, the individual should have earned external recognition for excellence in her or his scholarly activities. Where appropriate, this recognition should be on a regional or national level as appropriate to the field of assignment.

Professor Appointment, reappointment, or promotion to full professor shall be made only after a candidate has met the criteria for associate professor and has demonstrated high scholarly achievements commensurate with his or her assignment in areas of: (1) teaching, advising, and other instructional activities; (2) research or other creative activity; (3) professional, university, Cooperative Extension, and public service. Particularly, such an appointment implies that, in the opinion of colleagues, the candidate's scholarship is excellent and, in addition, she or he has earned a high level of professional recognition. Where appropriate, this recognition should be on a national or international level in the field of assignment. It is further emphasized that this rank is in recognition of attainment rather than length of service.

## **STANDARDS IN PERFORMANCE**

### **Standards in Scholarly Productivity**

1. Original research articles, books, chapters in books, translational or extension publications, works of synthesis (reviews), and publications about instruction and pedagogy. Non-traditional scholarly formats such as web-based, electronic records or juried designs will also be considered.
2. In all cases, works derived from research, instruction or extension assignments that have been rigorously peer-reviewed and are creative or original will be given more weight.
3. First or senior-authored research articles/publications/chapters/books in refereed journals are the best evidence of scholarly productivity.
4. Nationally competitive grants will be significant evidence of peer recognition and scholarly

productivity.

5. For instruction, evidence of productivity includes delivery of formal courses and student contact hours, as well as support of student engagement, experimental education, organized student activities, professional development and advising.

6. For extension, curriculum development: multi-unit educational programs with background information for agents, educational pieces for clientele, and evaluation/reporting tools and Extension Lesson Development: one unit educational programs with background information for agents, educational pieces for clientele, and evaluation/reporting tools will be given more weight than fact sheets. Most forms of information delivery should be summarized, reported, and considered in evaluations which include educational meetings, workshops, field days, and individual responses. Chair or Co-Chairing in-service training or other continuing education programs and presentations at in-service training or other continuing education programs will be considered.

### Quality, Innovation and Impact

1. Both the submitted narrative and the record should demonstrate that the overall program has direction, focus and originality. For extension faculty this would include areas of focus for program work and summary of impact documented through program evaluation.

2. Publication in highly selective, rigorously refereed or juried outlets will be an important metric of quality of scholarly works. Citation index and journal metrics based on current journal quality criteria may be used if appropriate. Quality extension programs are characterized by responsiveness, direction and relevance; science/research/evidence based; employ creative, effective methods of education and communication; quantitative or systematic assessment desired. Curriculum features including justification for the program, educational activities supporting the written publication (recipes, physical activity, etc.), evaluation approach and tools.

3. Research faculty are generally expected to establish a coherent body of work, focused on one or a small number of significant topics, as opposed to an unrelated collection of articles or materials. In some cases, particularly for applied research, a broad, diverse portfolio of successful studies is justified on the basis of responsiveness to critical needs.

4. A demonstrated record of sustaining scholarly productivity through funding or support for the program as appropriate to the field is an important factor for research and extension assignments.

5. External recognition from peers in the field including professional awards from organizations affiliated with food, nutrition hospitality, tourism and Extension; national/regional speaker invitation; and invitations to serve on national committees, review panels and editorial boards.

6. When they are available, documented benefits to stakeholders, e.g., changed practice, profit, or quality of life can be important measures for all faculty activities.

7. Student evaluations of teaching are considered to be a valid, if approximate, index of teaching quality particularly when considered in conjunction with other measures. In instruction, contributions to students beyond the formal classroom (e.g., advising, activities, and positive interaction) can be important evaluation factors. Success and achievement of students and advisees may be considered for teaching assignments. Professional development and teaching improvement activities are considered to document commitment to quality instruction. Peer evaluation of classroom teaching is often used as a formative, rather than a summative tool.

#### Collaborative Efforts, Recognition, Professional Service and Leadership

1. As leaders of a public, land grant institution, faculty of the department are required to be highly accessible, responsive and interactive with peers, undergraduate and graduate students, and constituents relative to research activities.

2. Documentation will include significant awards, invitations to make external presentations, service on national panels or committees, editorial appointments, participation as journal and grant reviewers, leadership positions in professional societies, and other indicators.

3. Mentoring and advising of graduate students demonstrated in completion of thesis with publications in peer-reviewed journals and conferences increasing the evidence of quality. Exceptional mentoring of faculty and Extension agents.

4. University, college or department level directed service may be offered as documentation of leadership, as agreed upon by the chair and the faculty member. Examples would be service on restructuring committees or task forces where work will set the stage for future development of the department.

#### STRATEGIC PLANNING COMMITTEE - Functions

1. Review and update departmental goals and objectives as needed.
2. Identify high priority objectives for the calendar year annually for the department.
3. Prepare an annual report of accomplishment of departmental objectives.
4. Address other issues/problems relating to goals and objectives as requested by the Departmental chair.

#### Procedures

1. Members are appointed from faculty and one undergraduate student representative shall be included.
2. At least one meeting will be held in the fall semester.
3. With input from faculty, compile a draft of departmental objectives for a calendar year. Circulate to faculty one week prior to December faculty meeting. After discussion and modification seek vote of approval of objectives, distribute copies of approved objectives to MAT/HMT faculty.

4. In December or early January prepare a report of accomplishments of the department relating to specific objectives.
5. When departmental goals and objectives need updating, prepare a draft of proposed changes and circulate to faculty one week prior to faculty meeting at which changes will be discussed and voted upon.
6. Committee members are requested to attend all meetings. If unable to attend, comments and suggestions may be forwarded to the committee chairperson in writing.
7. The committee chairperson is responsible for presenting recommendations and/or proposal from the committee to the departmental faculty.
8. Minutes of meetings shall be maintained by a committee member and a copy sent via email to the department chairperson and committee members.

#### CURRICULUM COMMITTEE - Functions

The function of this committee is to advise faculty on educational and operational policies of the undergraduate program in the Department of Merchandising, Apparel & Textiles and Hospitality Management & Tourism. The responsibilities of the committee include developing all new courses, course changes, program development and program changes.

#### Procedures

1. Members are faculty Directors of HMT, MAT and one undergraduate student representative.
2. Meetings will be held at least 3 times per year and more as needed to act on matters pertaining to the undergraduate program and education. The committee chairperson should contact the committee members and schedule meetings.
3. Committee members are requested to attend all meetings. If unable to attend, comments and suggestions may be forwarded to the committee chairperson in writing.
4. The committee chairperson is responsible for presenting recommendations and/or proposal from the committee to the departmental faculty.
5. Graduate curriculum changes will be submitted to the Graduate Faculty for approval and then sent to the Curriculum Committee for submission to the College.
6. Minutes of meetings should be maintained by a committee member and a copy sent via email to the department chairperson and committee members.

#### FACILITIES - DHN FOODS LABORATORY (EH 200) – RULES FOR USE OF LAB

There is only one laboratory (lab) available for use of all DHN food lab classes. We are concerned with safety of the students and all who use the facility. Thus, we require the following:

1. The Instructor/ Supervisor is certified in NRAEF ServSafe and can provide a copy of the certification.

2. Use of the foods lab requires the presence of a DHN graduate student. Please contact the DHN Department to obtain contact information for a student. The Unit/ Organization teaching the course will pay for the services of the DHN graduate student to be present during the use of the kitchen. The graduate student is to be paid \$20 per hour. Fees must be paid in advance of the event. This ensures the continued safety and cleanliness of facilities, the return of items to their designated location, and the proper use of the dish machine.

3. A refundable cleaning deposit of \$50 must be paid to the DHN department at least one week before the planned event. The \$50 per session cleaning fee will be returned if the facilities are clean and organized after the class session. If the kitchen does not meet DHN standard for lab cleanliness after your session, then this fee will be retained by the DHN Department.

Liability is incurred by the unit/ organization using the laboratory (i.e. fire, burns, food borne illnesses etc.).

4. The organizations' use of the kitchen must not affect or interfere with DHN use of the facilities. Thus, the space will not be available when labs are in residence. For further information, please contact the Chair of the DHN Department. Any exceptions to these rules must be approved by the Chair.

#### CHAIR'S ADVISORY COMMITTEE

1. When a faculty member is unable to reach agreement with the department chair on a given matter, he or she may appeal to the Committee for resolution of the matter.

2. The committee shall consist of three (3) faculty, who will be elected by departmental faculty at the August faculty meeting. Each of these faculty must be approved by a majority of the voting departmental faculty.

3. The committee will convene at the request of any faculty member or of the department chair.

4. The committee will hear evidence provided by the faculty member, chairperson, any interested faculty, and any witnesses called by either the faculty member or the chair.

5. The committee may go into executive session to discuss the case, but any votes must be taken in open session.

6. The case will be decided by majority vote. The committee may, but is not required to, provide the rationale for their vote.

7. The chair may call upon the advisory committee for guidance regarding departmental matters.

## CASH OPERATIONS PRECEDURES FOR HES

Approved by Leadership Team on April 7, 2009 - Per University guidelines, cash includes all US coins and currency, checks and money orders. This procedure is to ensure that HES complies with University cash operations. Safeguarding of Assets policy (BPM E-2-2)

- Every attempt should be made to deposit cash received daily if receipts are >\$200. If daily receipts are less than \$200 then weekly. Deposits must be received by Budget Manager in HES no later than 1:00 pm. Every attempt should be made to deposit any cash on hand on Fridays. If this can't be done, then cash must be stored in secure location.
- Cash received should be stored in fire resistant secured storage container. This includes a safe, locked file cabinet, locked boxes. Treasury /Internal Audit no longer recommends keeping cash in locked desk drawer. If a combination type safe/box is used, the number of people with access to combination should be limited. There should be two people present when securing cash in the department. A log should be kept at the location to be signed by person opening safe, cabinet, etc.
- Never leave cash unattended.
- The department head has the overall responsibility for ensuring adequate security is maintained over cash. Cash Receipts policy (BPM E-2-4). Each person responsible for receiving/processing cash will have a receipt book. These receipt books should be kept in a locked drawer. A log of receipt books will be kept by the HES Budget Manager. When currency is received, a written receipt must be given to the person. If checks are transferred between departments, a receipt should be written. If an error is made in the receipt, the receipt should be void and left in the receipt book. Two people should sign the void receipt.
- For checks, if a written receipt is to be distributed to the client at the scheduled training, then an email confirmation of check receipt and amount should be sent to client.
- The written receipt given at the scheduled training should include the following:
- Date; Description of services provided; Amount of payment; Form of payment; Date of payment; printed name of employee receiving funds. The client should receive a copy and a copy kept on file in department. A log should be kept for all cash/checks received. The log should be sent to the program director after the event to initial that all cash received matches the attendees to the event. The log should be initialed and returned to the staff support person to file. The log should be filed with the attendee list.
- When checks are received, they should be stamped immediately with UK endorsement stamp. At this point, either a check transmittal is prepared or the checks are secured in a locked location listed above. Please remember, checks should be deposited in the same week that they are received.
- DEPOSITS If cash receipts greater than \$200, deposit daily. Less than \$200, deposit weekly for cash deposits, sort by denomination. All cash facing same way. Include cash register tape. For check deposits, checks facing same way and in order of cash register tape. Follow regular procedures for completing transmittal form. (Both of these are according to UK policy; it has to do with the fees that can be charged UK).

- Transmittals should be signed by person preparing transmittal and HES Budget Manager. Transmittals should be hand delivered to HES Budget Manager for signature. Do not seal envelope containing cash/checks. The totals will be verified by HES Budget Manager.
- The department can also verify totals of deposit and have two signatures on back on sealed envelope. This type of verification can be brought to HES Budget Manager for signature of transmittal.
- Please submit three copies of transmittal along with the other required documents by Treasury.
- Deposits will be delivered to Treasury by the Ag Runner. The deposits will be sent in a locked cash bag.

## SEPARATION OF DUTIES

See attached table

### Cash Handling - Separation of Duties

SS= Staff Support person

BM= Budget Manager

PD=Program Director

Employ Procedure Comments

1 SS Receives checks in mail; endorses checks

SS If receipts >\$200, transmittal prepared and signed; hand carried to BM

BM Reviews transmittal, verifies total and signs

BM

Places transmittal in locked bag to be taken to Treasury by runner; runner will return stamped copy and bag from Treasury

SS

If receipts <\$200, cash must be secured until transmittal prepared.

Two people present when securing cash and signing log

SS Enters checks into program log

BM enters deposit into account spreadsheet

BM verifies deposit recorded in SAP

BM Maintains file of cash transmittals and stamped copies

SS Maintains copy of transmittal and copies of checks

BM reconciles monthly ledger

SS Submits copy of program log to Program Director for signature monthly

Program Director verifies that

fees match participant list

PD Program Director verifies that fees match participant list; signs log

SS Files approved log and participant list

23

## FUNDRAISERS

<http://www.uky.edu/StudentAffairs/DeanofStudents/pdf/saleSolicit.pdf>

## T-SHIRT SALES

<http://getinvolved.uky.edu/UserFiles/file/TshirtInfo-Pricing.pdf>

## OUTSIDE BANK ACCOUNTS

<http://www.uky.edu/EVPFA/Controller/files/BPM/E-2-7.pdf>

## COST CENTERS

<http://www.uky.edu/EVPFA/Controller/files/BPM/E-17-14.pdf>

## TRAVEL POLICIES

<http://www.uky.edu/EVPFA/Controller/files/BPM/E-5-1.pdf>