

Minutes of the Meeting of the Executive Committee of the Board of Trustees, University of Kentucky, May 22, 1947.

The Executive Committee of the Board of Trustees of the University of Kentucky met in the President's Office at 10:30 a.m., Thursday, May 22, 1947. The following members were present: Judge Richard C. Stoll, Chairman; H. D. Palmore, Thomas Cutler, J. C. Everett, and R. P. Hobson. President H. L. Donovan and Comptroller Frank D. Peterson, Secretary of the Board of Trustees, were also present.

A. Minutes Approved.

Upon motion duly made, seconded and carried, the minutes of the Executive Committee of January 24, 1947, were approved as published.

B. Approval of Purchases Made by the Comptroller.

President Donovan submitted letter from the Comptroller listing documents by numbers which have been used in making purchases for the University for the period November 1, 1946, to and including March 31, 1947.

April 2, 1947

Dr. H. L. Donovan, President
University of Kentucky

My dear President Donovan:

I submit a list of state requisitions, advices of emergency purchases, special purchase orders, food contracts and departmental purchase orders which have been made by the Comptroller's Office between November 1, 1946 and March 31, 1947, inclusive. These purchases have not been approved by the Executive Committee of the Board of Trustees. The listing below gives the numbers of the documents requesting the purchases or actually issued as purchase orders, which documents are made a part of this record and are held in the Office of the Comptroller subject to inspection. The purchases have been made on properly drawn documents at the requests of the various departments and have been charged against available funds. The list follows:

State requisitions	463 to 924 inclusive	
Emergency purchase orders	1668 to 3543	"
Special orders	1750 to 4633	"
University departmental orders	6040 to 6265	"
Library departmental orders	5387 to 5800	"
	7001 to 7087	"
Contracts	1 to 23	"

The record of the above purchases is respectfully submitted with the request that they be approved by the Executive Committee, thereby ratifying the action of the Comptroller in making such purchases.

Very truly yours,

(Signed) Frank D. Peterson
Comptroller.

Members of the Executive Committee asked questions concerning various documents and, after due consideration, upon motion made, seconded and carried, the purchases made by the Comptroller's Office, as listed above, were authorized, ratified and approved.

C. Request of Dr. L. W. Cohen.

President Donovan read a letter from A. Lawrence Sherman, attorney for L. W. Cohen, Professor of Mathematics, who has engaged Mr. Sherman to request refund of insurance premiums deducted from Doctor Cohen's salary to cover insurance premiums due during his leave of absence from the University.

After reading the letter, President Donovan reviewed the question involved and referred to action of the University of Kentucky Employees' Insurance Committee which had before it Doctor Cohen's claim.

The following letter from Dean Edward Wiest, Chairman of the University of Kentucky Employees' Insurance Committee, was read, further clarifying the issue involved.

February 4, 1947

Dr. L. H. Cohen
Department of Mathematics
University of Kentucky

My dear Dr. Cohen:

The University of Kentucky Employees' Insurance Committee met in President Donovan's office on February 3, 1947, with nine of the eleven members present and among other items considered your claim that an improper amount for group life insurance premiums was deducted from your salary check of September, 1946. The facts of the case were reviewed and found to be as follows:

(1) When you went on leave on July 1, 1942, you had prepaid your insurance for July, August, and September; you did not give notice that you wished to discontinue the insurance; and you did not ask for a refund of the premium you paid in advance.

In view of these facts the Secretary of the Committee naturally assumed that you wished to continue your insurance. It should also be said that our contract with the Prudential Insurance Company, as indicated in the master policy, provides that members of the group may be allowed to keep their insurance in effect when they are on leave. Also it has been our experience that faculty men are very anxious that the protection afforded by our group life insurance be continued when they go on leave, and it was therefore the policy of the Committee to continue the insurance so long as no specific request was made to have it discontinued.

(2) The clerk in the Comptroller's Office, who has charge of the insurance records, states that you were sent several notices to the effect that the premiums on your insurance were due. She further states that the address to which the notices were sent was secured from Dean Boyd's office. Dean Boyd corresponded with you and received communications from you concerning the extension of your leave of absence. The insurance notices were not returned, and the presumption therefore is that they were delivered.

It is now evident to the Committee that the continuance of insurance in the absence of specific authorization from the member on leave is too generous treatment; and to protect the local insurance account against loss, the Committee agreed at its meeting on October 28, 1946,

that in the future no payment of a premium in behalf of a member on leave shall be made if he fails to reply to a notice that the premium is due.

(3) You, of course, know that the amount of the premium that was paid for you while you were on leave, was paid out of the local insurance fund. Upon your return it was deducted from your salary check and returned to the insurance fund. This is the amount you now ask be paid you. You know too that a member's insurance premium can not be paid out of state-appropriated funds. The amount you ask for would have to come out of the local insurance fund which has been accumulated by retaining portions of the group dividends. If the amount were paid you, it would have to be paid with money that belongs to other members of the Group.

In view of all these circumstances and especially because you enjoyed the benefit of the protection of the insurance for the period in question, the Committee unanimously voted that the amount deducted from your salary check of September, 1946, which covers the premiums paid for you while you were on leave, should not be returned to you. All the points made in this letter were separately agreed upon by the Committee, and the Chairman was instructed to write you accordingly.

Very sincerely yours,

(Signed) Edward Wiest, Chairman
University of Kentucky Employees'
Insurance Committee.

The Committee

Charles Barkenbus
Cecil C. Carpenter
Alvin E. Evans
E. F. Hartford
J. B. Kelly
L. H. McCain
Frank D. Peterson
H. A. Romanowitz
Leo M. Chamberlain
Herman L. Donovan
Edward Wiest.

The request was discussed, and upon motion, duly made, seconded and carried, the Committee declined to approve the request, and directed the Comptroller to refer the matter to the Attorney General.

D. Governing Regulations of the University of Kentucky Revised.

President Donovan stated that he had felt for some time that the Governing Regulations of the University of Kentucky should be revised and brought up to date, and submitted typewritten copies of the proposed Governing Regulations, which were read in entirety, and are copied herein.

PROPOSED GOVERNING REGULATIONS FOR THE UNIVERSITY OF KENTUCKY
April, 1947

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1. The Board of Trustees*

1. Powers

The government of the University of Kentucky is vested by law in the Board of Trustees. Within the limits set by the State Constitution and the federal and state laws, the Board of Trustees is the final authority in all matters affecting the institution, and it exercises jurisdiction over the institution's financial, educational and other policies, and its relations with the state and federal governments. The Board entrusts the execution of its plans and policies, together with the internal government and administration of the University, in all its functions, to the President and other administrative officers, to the University Faculty, and to the faculties of the colleges, in accordance with the governing regulations appearing herein.

 *Section I contains essentially the same statements as Paragraphs 1-6 in the Governing Regulations of 1918, but published in June, 1936. Most of the material in this section is covered by statute, KRS 164.100 to 164.190. Changes from the G.R., 1936, are in terms of our current practice. The statement was prepared by the Committee of Fifteen.

2. Membership

The Board of Trustees shall consist, as authorized by law, of the Governor of the State, the Superintendent of Public Instruction, and the Commissioner of Agriculture, ex officio, and twelve members appointed by the Governor, three of whom shall be alumni of the University and three, members of the State Board of Agriculture.

3. Meetings

The Board of Trustees shall meet at least four times a year. The dates of these meetings, as provided for by law, are as follows: the third Tuesday in September, the second Tuesday in December, the first Tuesday in April, and the Tuesday preceding the regular annual commencement. Special meetings of the Board may be called by the Chairman, or by any three members of the Board upon giving ten days' notice of the meeting in writing to each member. The business to be transacted at all special meetings shall be specified in the notice of the meeting. The Secretary of the Board shall issue written notices for all regular and special meetings. All meetings shall be held on the campus of the University, unless otherwise specified by a majority vote of the Board.

A majority of the whole Board shall constitute a quorum for the transaction of business. The President of the University shall attend all meetings of the Board of Trustees.

4. Officers

The Governor of Kentucky shall be the Chairman of the Board of Trustees. Annually at the June meeting the Board shall elect a Vice-Chairman and a Secretary. In the absence of the Chairman, the Vice Chairman shall preside. The Secretary shall keep the minutes of all meetings, issue notices of meetings, and provide for the publication and distribution of the minutes in accordance with instructions from the Board.

5. Committees

The Board of Trustees shall elect annually an Executive Committee to be composed of five members of the Board, and at the same time designate one member of the Committee to serve as its Chairman. This Committee shall have such powers as may be delegated to it by the Board, but in general it shall exercise oversight over the financial and business interests of the University, and it shall possess the same powers as the Board during the periods between meetings of the latter.

The Executive Committee shall meet once each month of the regular school year in the office of the President. Special meetings may be held as necessary on call of the Chairman. The Secretary of the Board of Trustees shall act as Secretary of the Executive Committee.

The Executive Committee shall submit to the Board of Trustees for its approval a complete record of all actions taken, provided that the authority of the Board to revise the acts of the Executive Committee shall not extend to the rejection of any valid or any authenticated expenditure of money by the Committee. The President of the University shall attend all meetings of the Executive Committee.

The Board of Trustees shall have no standing committees other than the Executive Committee, but it may appoint special committees at such times and for such purposes as it deems desirable.

6. Order of Business

The order of business at meetings of the Board of Trustees shall be as follows:

- a. Call to order
- b. Reading of minutes
- c. Approval or modification of minutes
- d. Reading of minutes of the Executive Committee
- e. Reports of committees
- f. Report of the Comptroller
- g. Reports and recommendations of the President of the University
- h. Other new business
- i. Adjournment.

II. The President of the University*

The President of the University is the executive officer of the institution and of all the work associated with it, and ex officio a member of all faculties. As such executive officer, he shall have full charge of the administrative activities of the University; and all deans and directors, the Comptroller, the Librarian, and all other subordinate officers and agents of the University shall be subject to his supervision and direction. He shall also serve as the official medium of communication between the Board of Trustees, on the one hand, and the University Faculty, administrative officers, individual members of the staff, student organizations, and students, on the other. He is responsible to the Board for administering the educational and business policies of the institution, subject only to the law and the University rules and regulations prescribed by the Board of Trustees.

The President shall call meetings of the University Faculty and of the Assembly and shall preside over them. He may also call meetings of the various college faculties. It is the duty of the President to make recommendations relating to the general policy of the institution and to the maintenance of coordination among its several functions.

 * The section beginning at this point and closing at the asterisk on page 12 is from the original report of the Committee of Fifteen already approved by the Board of Trustees.

It is the function of the President to see that the rules and the regulations of the Board of Trustees and of the University Faculty are enforced. It is also his duty, directly or through the various University officers, to administer (a) all budgetary matters (other than approval of the budget by the Board of Trustees), including all business and financial activities; (b) all personnel matters, including appointments, promotions, transfers, changes of pay, retirement, and staff discipline; (c) the application of University rules relating to studies; (d) the admission and classification of students; (e) registrations and class assignments; (f) curricula and courses of study; (g) research and teaching; (h) all physical facilities, including libraries, laboratories, et cetera; (i) University commencements and other convocations; (j) student discipline; (k) student activities; (l) student social life; (m) University publications; (n) the University calendar and modifications in it; (o) public relations; (p) athletics and military training; and to perform all other administrative functions, whether expressly enumerated herein or not, necessary or appropriate for the effective operation of the University.

The President also shall provide for the application of the rules of the Board of Trustees and of the University Faculty to individual cases, and may authorize in extraordinary instances suspend the application to a particular case of a rule of the University Faculty, except a condition of admission and except the number of credits and quality points required for graduation. It is assumed that the authority to suspend rules in individual cases will be delegated by the President to the appropriate administrative officers and that these officials will be responsible for the strict enforcement of the spirit of the regulations in all cases. When a rule is suspended or otherwise abrogated in an individual case, the action shall be taken by the administrative official most immediately concerned. If the action directly involves a member of the teaching staff or another administrative officer, the approval of such person or persons shall be obtained before the suspension or abrogation of the rule is approved. In all cases a report of the special action involving the suspension or abrogation of a rule shall be made to the Registrar on the regular petition form. The Registrar shall record the action in the appropriate manner and shall be prepared at any time to submit to the University Faculty a report on all such actions, showing in each case the rule suspended and the person or persons approving the action.

In the event of inconsistency between the President's administrative action and the educational policy of the University Faculty, the President shall arrange for a consideration of the matter at a meeting of the University Faculty. He shall then transmit to the Board of Trustees the viewpoint represented, together with his recommendation. Action by the Board shall not, however, preclude further communication with the Board by the University Faculty, provided that the Board shall be addressed in all cases through the President.

The President, incident to the administration of the institution, may not only utilize subordinate administrative officers at his discretion (subject to general Board regulations) but may also appoint or have appointed such temporary or standing committees of the teaching, research, or administrative staff as he may deem wise, including an advisory or administrative cabinet. Standing committees shall be appointed annually.

III. The University Faculty

The University Faculty is the agency through which the educational policy of the institution is determined. It has no management or administrative functions, either in itself or through the instrumentality of its committees, administrative matters being expressly reserved to the President of the University and to such other officers as he may authorize, consistent with the rules and regulations adopted by the Board of Trustees. The membership of the faculty shall consist of the President, who shall be ex officio chairman; the Vice President, who shall preside in the absence of the President; the Dean of the University; the Dean of the Graduate School; the dean of each college; the Dean of Men; the Dean of Women; the Registrar, who shall be ex officio secretary; the Comptroller; the Director of Extension; the Librarian; the Professor of Military Science and Tactics; the President of the Student Government Association; and of 39 elective members of the teaching and research staff of the rank of assistant professor or above distributed as follows:

Groups	Number of Representatives	Initial Term of Office		
		3 yrs	2 yrs	1 yr.
Literature, Philosophy and Arts	7	2	3	2
Social Studies	3	1	1	1
Physical Sciences	4	1	2	1
Biological Sciences	4	1	1	2
Athletics	1	1	0	0
Agriculture	7	2	2	3
Home Economics	1	1	0	0
Engineering	5	1	2	2
Law	1	1	0	0
Education	3	1	1	1
Commerce	3	1	1	1
	<u>39</u>	<u>13</u>	<u>13</u>	<u>13</u>

After the first term, each member shall be elected for three years. At the expiration of any term, a member shall be ineligible for reelection until after one year has elapsed. The Faculty may cause this distribution to be restudied and adjusted after three years and every six years thereafter. The election of representatives to the Faculty shall be by letter ballot, and shall be

conducted in each group for the representatives from that group by a committee appointed by the President, in the case of the first election, and thereafter, by a committee of the University Faculty. At the first election the length of term of each member shall be determined by lot. The individuals receiving the highest numbers of votes in each group shall be elected with the result of a tie being determined by lot. To fill a vacancy the President of the University shall appoint a member from the eligible members in the group affected to serve until the next election. Individual attendance records shall be maintained and reported in the minutes. Non-attendance shall be cause for the Faculty's dropping a member. No alternate or substitutes shall attend nor shall there be voting by proxy.

Except as such functions are expressly reserved to the Board of Trustees and the President of the University, the University Faculty has and shall exercise jurisdiction over all matters of University educational policy. It is authorized to make regulations to promote the educational interests of the University as a whole with respect to (a) studies, including schedules of classes, numbering and classification of courses, credit for foreign languages and extension work, probation, repeated failures, student load, transfer between curricula of different colleges, unsatisfactory scholarship and attendance, examinations, credits, marks, and student standing; (b) admission and classification of students and requirements for graduation; (c) approval of curricula and courses; (d) the University libraries; (e) commencements and other convocations; (f) student discipline, including non-attendance; (g) student social and extra-curricular activities; (h) the awarding of honors; and other matters, whether or not enumerated herein, concerning the educational program of the institution as a whole.

The Faculty may perform these functions directly or through the use of standing or special committees which it may authorize for appointment from personnel eligible for Faculty membership, but neither the Faculty nor its committees shall have authority to perform administrative, as distinguished from policy-making, functions. In case of an issue between a college faculty and the University Faculty concerning jurisdiction over a particular function, the question of jurisdiction shall be determined by the President. No degree, however, shall be conferred except on recommendation of the University Faculty.

The University Faculty may address the President, or through him the Board of Trustees, respecting any University matter.

The Faculty shall hold regular meetings on the second Monday of each month during the school year, and special meetings at the call of the President or at the call of its secretary on written request of ten members.

IV. The University Assembly

The University Assembly shall consist of all officers and employees of the institution, including the Experiment Station and Agricultural Extension staffs. It shall meet on call of the President or on written request of ten members. The Assembly may express its view on any matter affecting the University and may make recommendations to the University Faculty, the President, or through him to the Board of Trustees.*

V. The Faculties of the Colleges**

The faculty of a college shall consist of its dean and all its personnel, having the rank of assistant professor, associate professor, or professor. Membership, including voting privileges, may, however, be extended by the faculty itself to any other person assigned to it for administrative work, teaching, or research. The dean or other administrative head of the college may call a meeting of the college faculty whenever it seems advisable to him, or whenever requested to do so by one-fourth of the membership. A meeting of a college faculty may also be called by the President of the University.

Within the limits established by the regulations of the Board of Trustees and the policies and rules of the University Faculty, the faculty of a college shall determine the educational policies of that division. It shall make recommendations to the University Faculty on such matters as require the final approval of that body, and it may make recommendations on other matters to the University Faculty, to the President, or to other administrative officials. The academic or scholastic requirements of a college may exceed, but not be lower than, those established for the institution as a whole by the University Faculty or the Graduate Faculty.

VI. The Graduate Faculty

The members of the Graduate Faculty shall be appointed annually by the President of the University on recommendation of the Dean of the Graduate School. Membership, however, shall be limited to those who, during the previous year, have taught courses numbered 200 or above or have directed the research of graduate students, or to those who have evinced a continued interest in graduate study.

The Dean of the Graduate School may call a meeting of the Graduate Faculty whenever it seems advisable to him, or whenever requested to do so by one-fourth of the membership. A meeting of the Graduate Faculty may also be called by the President of the University.

* The section of the report ending at this point and beginning with the asterisk on page 8 is from the original report of the Committee of Fifteen already approved by the Board of Trustees.

** Sections V, VI and VII are amended versions of parts of the G.R., June, 1936. Amendments have been made in terms of current practices, and the statements are in each case those prepared by the Committee of Fifteen.

Within the limits established by the regulations of the Board of Trustees and the policies and rules of the University Faculty, the Graduate Faculty shall determine the requirements and standards to govern all graduate work. It shall make recommendations to the University Faculty on such matters as require the final approval of that body, and it may make recommendations on other matters to the University Faculty, to the President, or to other administrative officials. No honorary degree shall be granted by the University except on recommendation of the Graduate Faculty.

VII. Departmental Staffs

Each departmental staff shall consist of professors, associate professors, assistant professors, instructors, and graduate assistants who may be appointed to give instruction or to conduct experiments and research in one of the departments established by the Board of Trustees. The head of the department has general direction of the work of the department. In this capacity he makes departmental reports and is responsible for the work of the department.

The departmental staff has jurisdiction, with the approval of the dean and 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 University Faculty. It determines the organization of the work of the department, recommends to the dean and the faculty of its college new courses when deemed advisable and consults with them in regard to matters of departmental policy. 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.

VIII. Administrative Officers*

1. Introductory Statement

In enumerating the functions of certain administrative officers in the following paragraphs the intent is primarily to define in a general way areas of authority and responsibility and to avoid overlapping of duties. In no case is the enumeration considered complete or exclusive. Should a conflict arise as to either authority or responsibility, the issue shall be referred through the proper channels to the President, who shall render a final decision. Administrative officials not covered in the following paragraphs shall perform such duties as are agreed upon at the time of employment and such additional functions as may be assigned from time to time by the President or other proper authority.

*Section VIII outlines the duties of each of the principal administrative officials of the University. Each statement is in terms of current practice, to a large degree patterned on policies laid down by the Board of Trustees. All statements were prepared by the Committee of Fifteen with the exceptions of 7, 8, 15, 16 and 17. These have been written recently in order to make the section complete. There have been minor changes in certain of the other statements.

2. The Vice President of the University

The Vice President of the University is appointed by the Board of Trustees upon the recommendation of the President. The Department of Athletics and the Department of Public Relations shall be under the general supervision of the Vice President and the heads of these departments shall report to him. In general, the Vice President shall serve as a staff officer, performing such functions as the President may direct, and working cooperatively with the deans and directors of the various colleges and divisions. However, he may assume administrative authority in accordance with the wishes of the President, and he shall act for the President whenever requested by the President so to do. Functions to which he shall give particular attention are as follows: (1) The continuous study of the instructional program with a view to the integration of the work of the various colleges and the elimination of unnecessary duplication, (2) the maintenance of an effective personnel file for the University faculty and staff, (3) the general supervision of new appointments to the instructional and research staff, and of promotions, and salary changes for all persons in these classifications, (4) the study of all plans and specifications for new buildings in the interests of their most effective use, (5) the planning and conduct of all general convocations, (6) the promotion of the work of all administrative committees, on each of which he shall be an appointed or ex officio member, (7) the study of all factors affecting the morale of the University, and (8) the maintenance of records on the utilization of building space, and the general supervision of space assignments.

Currently the Vice President serves as President of the Kentucky Research Foundation (See the Articles of Incorporation and By-Laws of the Kentucky Research Foundation).

3. The Dean of the University

The Dean of the University is appointed by the Board of Trustees upon the recommendation of the President. The following personnel shall be under the general supervision of the Dean of the University and shall report to that official; the Dean of Men, Dean of Women, Registrar, Director of Personnel, University Librarian, Director of the Department of University Extension, Secretary of the Y.M.C.A., Secretary of the Y.W.C.A., the Director of the University Health Service, and the Director of the University Radio Station. The Dean of the University shall recommend to the President all salaries, salary changes, appointments, promotions, removals or changes of position of members of the staffs of all departments enumerated above. He shall supervise the preparation and administration of the budgets of these departments and he shall recommend to the University Faculty policies and rules concerning them. It shall be the particular responsibility of the Dean of the University to coordinate the efforts of the various student-welfare agencies which are associated with his office. He shall have general supervision of the summer quarter, administering it through the deans of the several

colleges, and he shall perform such other administrative functions as the President shall delegate to him. For the present, he shall perform the functions assigned to the Registrar in Paragraph 9 following.

4. The Comptroller of the University

The Comptroller is appointed by the Board of Trustees upon the recommendation of the President. The Comptroller is the chief administrative officer of the Department of Business Management and Control. He is charged with the management and control of all the finances, the accounting, and the business operation of the University. He is also charged with the accounting and control of all funds from whatever sources derived and with the control under the law of all requisitions and purchases and all budgetary matters. The Comptroller shall report on such matters through the President to the Board of Trustees. He may delegate any of the functions of business management and operation with the approval of the President and Board of Trustees of the University, but he shall not delegate the function of financial accounting and control. The Comptroller shall serve as Treasurer of the University and shall furnish bond in such an amount as may be required by the Board of Trustees.

5. The Deans of the Colleges

The dean of a college is appointed by the Board of Trustees upon the recommendation of the President. He is the executive officer of his college and of all the work associated with it. It is his function to see that the policies and regulations of the Board of Trustees, of the University Faculty, and of his college faculty are enforced. He is charged with the oversight of the educational work of his college, and its efficient conduct and management in all matters not specifically charged to the Department of Business Management and Control or elsewhere. He is responsible for the curricula of his college, for the quality of the instruction given thereunder, and for the service rendered by the faculty of his college, individually and as a whole. He shall recommend to the President all salaries, salary changes, appointments, promotions, removals, or changes of position of members of his college staff. He prepares and administers the budget for his college. He has charge of the classification and study schedules of the students of his college, and, in general, supervises their work. He recommends to his faculty from time to time changes in curricula, in requirements, and in instructional procedures. He makes an annual report to the President upon the work under his direction. He reports to the Comptroller on all matters pertaining to requisitions, purchases, finance, and property inventories of and for his college. On all other matters he reports directly to the President of the University.

6. The Dean of the Graduate School

The Dean of the Graduate School is appointed by the Board of Trustees upon the recommendation of the President. He is charged with

the administration of the policies adopted by the Graduate Faculty and the University Faculty relating to graduate studies. He shall preside over all meetings of the Graduate Faculty and he shall call meetings of this faculty whenever he thinks it advisable or whenever requested to do so by one-fourth of the membership. He shall make recommendations to the Graduate Faculty respecting the requirements for advanced degrees, the regulations necessary to insure a high standard of graduate work, the departments or colleges authorized to offer courses leading to graduate degrees, and all other aspects of the graduate program. He shall appoint a committee for each graduate student, arrange for final examinations, advise students with regard to their studies and the requirements of the Graduate School, and in all other ways administer the graduate program in the interests of efficient instruction and the highest attainment possible on the part of each graduate student.

7. The Director of Public Relations

The Director of the Department of Public Relations is appointed by the Board of Trustees upon the recommendation of the Vice President and the approval of the President. The Director shall assume responsibility for the planning and conduct of an effective program of public relations for the entire University, utilizing for this purpose all media normally available to institutions of higher learning. While the University Radio Station and student publications are not subject to his control, he shall recognize them as important elements of program and work cooperatively with the persons responsible for them to the end that they may contribute most effectively to the entire program of public relations. With respect to certain other aspects of public relations for which he cannot assume direct authority (student conduct, public appearance of members of the staff and of the student body, reception of visitors, correspondence, interviews, et cetera) he shall serve in an advisory capacity to other administration officials, and more particularly the Vice President and President. The Director shall be responsible for the editing and printing of all university, college, and departmental bulletins and announcements which are primarily instruments of public relations, including the General Catalog, the Bulletin of General Information, the Class Schedules, the Summer Quarter Announcements, the Summer Quarter Bulletin, the President's Annual Report, et cetera. All such publications, including those of the various colleges and departments, shall be subject to review by the Director of Public Relations in order that all information contained therein shall be accurate, that there shall be the desired degree of uniformity, and that format and style may be the best. While the materials for a particular publication may be assembled in the Registrar's Office, by the Dean of a college, or by the head of some other department or division, the Director of Public Relations shall be finally responsible for the quality of the editorial work and for seeing that the printing is completed at the proper time. He shall also be responsible for assigning the various numbers of the Bulletin of the University of Kentucky.

8. The Director of Athletics

The Director of Athletics is appointed by the Board of Trustees upon the recommendation of the Vice President and the approval of the President.

9. The Dean of Men

The Dean of Men is appointed by the Board of Trustees upon the recommendation of the Dean of the University and the approval of the President. The Dean of Men shall exercise general supervision over the non-academic welfare of all men students, including housing, food service, social and extra-curricular activities, morale, conduct, loans, outside employment, fraternity affiliations, and other personal problems. He shall interpret the institution's objectives to men students and to their parents, and cooperate with the academic deans in the furtherance of high standards of scholarship. The Dean of Men shall also cooperate with the University Health Service in its efforts to provide proper health conditions for men students, and he shall assist in the general orientation program for new students. The Dean of Men shall have general oversight of the men's dormitories, dining halls, rooming and boarding houses for men students, and all fraternities. He shall inspect all such dormitories and houses regularly and either approve them or disapprove them. No male student shall room or board at any house, including fraternity houses, until such establishment has been approved by the Dean of Men. Through an appropriate system of records, the Dean of Men shall keep informed concerning the non-academic activities of all male students, and he shall advise with them concerning their personal and institutional problems. He shall investigate carefully all cases of misconduct on the part of men students and take the necessary disciplinary action. In more important cases of misconduct he shall recommend through the Dean of the University to the President the appropriate discipline. Parents shall in all cases be informed concerning the breach of conduct and the disciplinary action taken. The Dean of Men shall see that the rules of the University Faculty respecting social life, participation in extra-curricular activities, conduct, and fraternities are enforced among men students.

10. The Dean of Women

The Dean of Women is appointed by the Board of Trustees upon the recommendation of the Dean of the University and the approval of the President. The Dean of Women shall exercise general supervision over the non-academic welfare of all women students, including housing, food service, social and extra-curricular activities, morale, conduct, loans, outside employment, sorority affiliations, and other personal problems. She shall interpret the institution's objectives to women students and to their parents and cooperate with the academic deans in the furtherance of high standards of scholarship. The Dean of Women shall cooperate with the University Health Service in its efforts to promote proper health conditions for women students,

and she shall assist in the general orientation program for new students. The Dean of Women shall have general oversight of the women's dormitories and dining halls, rooming and boarding houses for women students, and all sororities. She shall inspect all such dormitories and houses regularly and either approve them or disapprove them. No woman student shall room or board at any house, including sorority houses, until such establishment has been approved by the Dean of Women. Through an appropriate system of records, the Dean of Women shall keep informed concerning the non-academic activities of all women students, and she shall advise with them concerning their personal and institutional problems. She shall investigate carefully all cases of misconduct on the part of women students and take the necessary disciplinary action. In more important cases of misconduct she shall recommend through the Dean of the University to the President the appropriate discipline. Parents shall in all cases be informed concerning the breach of conduct and disciplinary action taken. The Dean of Women shall see that the rules of the University Faculty, respecting social life, participation in extra-curricular activities, conduct, and sororities are enforced among women students.

11. The University Registrar

The University Registrar is appointed by the Board of Trustees upon the recommendation of the Dean of the University and the approval of the President. The registrar shall serve as the admissions officer for the University and, subject to the regulations of the Board of Trustees and the rules of the University Faculty, he shall pass on the admission of all students to all colleges and divisions of the University, including the admission of special students, those with advanced standing, and graduate students. He shall assess all fees of students imposed by their attendance at the University and shall report the same to the Comptroller for collection. The registrar is responsible for administering and setting the time for all registrations and for the maintenance for each student of an accurate and complete academic record which shall be regarded as official for the University. He shall have full charge of all schedules of classes and all examination schedules, and he shall edit or have general supervision of the editing of commencement programs. With the cooperation of the dean concerned he shall check each applicant for a degree, and he shall certify to the University Faculty each applicant who has completed all requirements for the degree sought. He shall prepare all diplomas and certificates and deliver them to the President for award at the commencement exercises. He shall also compile statistics, and make an annual report covering admissions, enrollments, degrees granted, teaching assignments, marks, and other related matters. The University Registrar is ex officio Secretary of the University Faculty.

12. The University Librarian

The University Librarian is appointed by the Board of Trustees upon the recommendation of the Dean of the University and the approval of the President. The Librarian shall have custody of all library equipment, books, magazines, et cetera, belonging to the University whether housed in the main library or in departmental libraries. He shall be responsible for the acquisition, cataloging, classification, and circulation of all library books and materials, and he shall so administer the library as to make it serve most effectively the instructional and research programs of the institution. He shall consult with departments regarding the selection, purchase, and management of books of a technical nature, but he may select alone, or in cooperation with a library committee, reference and miscellaneous books not clearly within the field of any established department. He shall recommend for the consideration of the Dean of the University policies and rules for the government of the libraries, and he shall maintain all records essential to their efficient operation. He shall make an annual report showing the holdings of the libraries, the extent of their use, and additions thereto.

13. The Director of University Extension

The Director of University Extension is appointed by the Board of Trustees upon the recommendation of the Dean of the University and the approval of the President. Subject to the regulations of the Board of Trustees and the rules of the University Faculty, he shall have general charge of all class extension and correspondence courses, and all other courses that may be offered beyond the limits of the University campus. The Director shall have charge of all other extension services of the University, except those assigned to the Agricultural Extension Division. In addition to class extension and correspondence, these include Club and Community Service, Audio-Visual Aids Service, the High School Speech League, the High School Music Festival, the distribution of certain University publications, and such other services as the Department may from time to time be asked to render. The Director shall recommend for the consideration of the Dean of the University policies and rules relating to the work of his Department and he shall maintain all records essential to its efficient operation.

14. The Director of the University Health Service

The Director of the University Health Service is appointed by the Board of Trustees upon the recommendation of the Dean of the University and the approval of the President. So long as he serves as Head of the Department of Hygiene and Public Health his appointment shall be subject also to the approval of the Dean of the College of Arts and Sciences. In conformity with the regulations of the Board of Trustees and the rules of the University Faculty, the Director shall administer the University Health Service with a view to providing the best health conditions possible for the entire University community, including all students, and all employees of the

institution. The purposes of the University Health Service shall be (1) to see that every student has adequate medical and hospital care in time of illness, (2) to control communicable diseases among students and staff, and (3) to aid and advise in maintaining the healthfulness of the physical environment of the University community. The Director of the University Health Service shall have charge of all physical examinations of students, and he shall maintain such records as are necessary to the proper performance of the service. From time to time he shall make recommendations to the Dean of the University respecting the conduct of the health service. He shall cooperate with the Dean of Men and Dean of Women with a view to insuring that all students are properly housed and fed and that necessary infirmary facilities are available.

15. The Director of the University Personnel Office

The Director of the University Personnel Office is appointed by the Board of Trustees upon recommendation of the Dean of the University and the approval of the President. He shall be charged with responsibility for the administration of the University Personnel Office in the performance of all functions that may from time to time be assigned it. The principal functions include the direction of the freshman orientation program, the administration of the campus testing program, the counseling of all probation students, the administration of the Veterans' Service, the organization of help classes, and the maintenance of such records as are essential to the proper performance of these functions. The University Personnel Office may perform such additional services as may be requested by the Personnel Committee, by the Dean of a college, or by any other administrative officer, subject in each case to the approval of the Dean of the University. While the Director may extend the counseling services of the Office to cover academic, vocational, and personnel problems, he shall bear in mind the assigned responsibilities of other student-welfare agencies including the offices of the college deans, the Registrar, the Dean of Women, the Dean of Men, the University Health Service, and the University Y.M.C.A. and Y.W.C.A. He shall work cooperatively with these other agencies with a view to having the Personnel Office supplement their work in the most effective manner.

16. The Director of the University Radio Station

The Director of the University Radio Station shall be appointed by the Board of Trustees on recommendation of the Dean of the University and approval of the President. So long as he serves as Head of the Department of Radio Arts his appointment shall be subject also to the approval of the Dean of the College of Arts and Sciences. The Director of the Radio Station shall assume full responsibility for the operation of the University Radio Studios and for all equipment associated therewith. Likewise, he shall be responsible for all radio programs emanating from these studios or from any other point on the campus. It shall be his duty to obtain for the University

the widest and best radio coverage possible through the medium of established commercial stations; to operate the University Station for such periods daily as seem to meet current University needs; and to make the University's radio facilities effective laboratories for instruction in Radio Arts. Recognizing radio as one of the more significant elements of an effective program of public relations, the Director shall cooperate in all ways with the Department of Public Relations, and he shall endeavor to have all radio programs reflect the high standards which the institution seeks to maintain. The Director of the Radio Station shall be responsible for the enforcement of existing policies with respect to radio broadcasting and he shall advise the proper officials from time to time respecting needed changes in these policies. Every application for the privilege of broadcasting from the University campus must be received and approved by the Director, and he shall have general supervision over all such programs.

17. The Executive Secretaries of the University Y.M.C.A. and Y.W.C.A.

The Secretaries of the Y.M.C.A. and the Y.W.C.A. shall be appointed by the Board of Trustees on joint recommendation of the Dean of the University and their respective Advisory Boards, and on approval of the President. While the Advisory Boards may assist in the establishment of policies, all such policies and all activities of both the Y.M.C.A. and the Y.W.C.A. shall be subject to review by the Dean of the University. In particular, the budgets shall be approved by the Dean of the University before adoption by the Advisory Boards. Each director shall be fully responsible for the administration of his association and for the direction of all of its activities. The primary function of the Y.M.C.A. and the Y.W.C.A. is the promotion of the spiritual and religious life of students in all ways in keeping with the non-denominational character of the University, and with the state's constitutional and legal provisions respecting religious instruction. Both associations are encouraged to cooperate with agencies on the campus in the interests of a well-coordinated and comprehensive student-welfare program.

18. The Chief Engineer of the Division of Maintenance and Operations.

The Chief Engineer is appointed by the Board of Trustees upon the recommendation of the Comptroller and the approval of the President. The Division of Maintenance and Operations is a division within the Department of Business Management and Control. It is supervised by the Chief Engineer who is responsible to the Comptroller for the preservation and efficient working of the physical plant of the University, including all buildings, the central heating plant, and the campus. 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 or the President, and of such specific work as may be assigned to him. He shall employ, subject to the approval of the Comptroller, such assistants, foreman,

janitors, watchmen, mechanics, carpenters, and other laborers as may be authorized in the budget adopted by the Board of Trustees, except laborers on the Experiment Station Farm, who are appointed and supervised by the Director of the Experiment Station. The appointment of clerical assistants and section foremen shall also be subject to the approval of the President. The Chief Engineer¹ is charged with keeping and reporting a record of the working time of employees and with certifying payrolls for such employees. He may, with the proper approval, discharge employees for cause or when their services are no longer needed. He shall have supervision over all construction and shall be responsible for approving all plans and specifications. Upon request, he shall prepare plans and specifications for construction or reconstruction.

19. The Director of the Experiment Station

The Director of the Experiment Station is appointed by the Board of Trustees upon recommendation of the President of the University. The Director of the Experiment Station is administratively responsible for the property of the Experiment Station and its Substations and for the expenditure of funds appropriated by the legislature and as provided by acts of Congress to which the State legislature has given assent. The Director of the Experiment Station cooperates with the United States Department of Agriculture in the determination and final decision of the program of research. Important functions of the Director include the planning of a program of research projects, the selection and maintenance of suitable personnel, the planning and arranging for operations to carry out details of the approved research program with the personnel available, the maintenance of conditions and relationships favorable to productive research. The Director of the Experiment Station stands in the same relationship to the Board of Trustees and the President as other administrative officers.

20. The Director of Agricultural Extension

The Director of Agricultural Extension is appointed by the Board of Trustees upon the recommendation of the President of the University. Inasmuch as the Agricultural Extension work represents a cooperative effort between the United States Department of Agriculture, the State of Kentucky, and the counties of Kentucky, it is provided that the Director of Extension shall be the joint representative of the College of Agriculture and Home Economics, the University of Kentucky, and the United States Department of Agriculture. The Director of Agricultural Extension is administratively responsible for the management and conduct of extension work in agriculture and home economics as provided for under the several federal acts. As a representative of the United States Department of Agriculture, he is responsible for carrying out various cooperative projects. These involve the development of the various fields of activity which provide for adult teaching on the farm and in the home, and the carrying out of the provisions of the several acts, in which the following objectives are designated:

- a. The Agricultural Extension Divisions shall aid in diffusing among the people of the United States useful and practical information on subjects relating to agriculture and home economics, and to encourage the application of the same.
- b. Cooperative agricultural extension work shall consist of the giving of instruction and practical demonstrations in agriculture and home economics to persons not attending or resident in said colleges in the several communities, and imparting to such persons information on said subjects through field demonstrations, publications, and otherwise, and this work shall be carried on in such manner as may be mutually agreed upon by the Secretary of Agriculture and the State agricultural college or colleges receiving the benefits of this act.

At present four general divisions of work are recognized: the county agent, the home demonstration agent, the field agent, and the 4-H Clubs. The activities under Extension have a very wide public implication. A large part of the administrative action has to do with the effectiveness and development of programs which will take place in the State. Personnel employed with federal funds are to perform the activities specifically prescribed and set up under the various acts, those assigned by the Board of Trustees, and those sponsored or financed by the federal government which affect agriculture in the State. They are directly under the administration of the Director of Agricultural Extension in the State or represent a cooperative relationship. In addition to the specific direct relationships with the federal government, somewhat similar relationships are maintained with the Tennessee Valley Authority. The Director of Agricultural Extension stands in the same relationship to the Board of Trustees and the President as other administrative officers.

21. The Heads of Academic Departments

The head of an academic department is appointed by the Board of Trustees upon the recommendation of the dean of the college and the approval of the President. Within the limits established by the regulations of the Board of Trustees, the policies and rules of the University Faculty, and the rules of the college, the head of an academic department shall have general supervision over the work of that department, including academic requirements, courses of study, class schedules, teaching assignments, reports, et cetera. He recommends to the dean the appointments, promotions, transfer, or dismissal of members of his staff; he prepares the budget for his department; and he makes such reports as may be required by his dean or other proper administrative officer.

IX. The Conduct of University Business*

1. Budgetary Control

All financial transactions and the accounting therefor shall be conducted on an approved budgetary system. In accordance with the law, the fiscal year begins July 1 and ends on the following June 30.

The Comptroller, in cooperation with the Vice President, the Dean of the University, and the deans of the colleges, shall assemble data necessary for the preparation of the budget for presentation to the Board of Trustees. The budget shall be based on the State biennial appropriation, and other estimated income, and on the requests of all department heads, subject to the approval of the deans or other designated administrative officials. The budget, as prepared by the President and adopted by the Board of Trustees, shall be the financial guide for the coming year. Any changes in departmental appropriations must be presented in the designated manner and must be approved by the Executive Committee or the Board of Trustees. Recommendations of appointments or changes in budget provisions are to be made to the President by the administrative officers concerned. Such a recommendation shall bear a notation by the Comptroller concerning the budget provisions involved.

All departmental appropriations, except those for plant commitments, shall lapse at the end of the fiscal year. Appropriations for plant commitments shall continue unless otherwise provided by statute or in the annual internal budget.

The accounting division of the Department of Business Management and Control shall keep at least one budget account for each designated department and shall render at regular intervals a statement of the condition of each department's appropriation.

2. Fund Accounting

All the financial records and all the accounting for the funds of the University shall be in accordance with accepted budget procedure, and shall be guided by the following definitions. Moreover, the annual budget shall be compiled in conformity with the accounting technique outlined herein.

University funds shall be classified as follows:

a. The Current General Fund shall consist of moneys properly expendable for the general educational and research program of the University. Moreover, the Current General Fund shall be divided into two classes: General Funds and Restricted Funds. General Funds shall be interpreted to mean moneys expendable for current purposes, subject only to the designation and approval of the Board of Trustees. Restricted Funds shall be interpreted to mean those moneys expendable for current purposes but restricted in their use by the terms of acceptance or by action of the Board of Trustees. The latter group will consist in the main of State and Federal funds presented for

Sec. IX is in essentially the same form as presented by the Com. of 15 and is in accordance with the present regulations of the Board of Trustees. Minor changes in the original report of the Com. of 15 have been necessary to bring the report into harmony with current practice.

some specific purpose. No expenditures may be made from these funds without a budget appropriation provided for by the Board of Trustees.

b. Current Restricted (Trust) Funds shall be held in trust for the purpose designated. These funds are not necessarily expendable in the current fiscal period. Expenditure of such money shall be made with the approval of the Board of Trustees, subject, however, to the stated wishes of the donor. In most cases, specific annual appropriations cannot be made because of the uncertainty of the amount of revenue. Each of these funds must, therefore, be self-supporting. The Comptroller shall designate proper accounting procedures to insure that each of the restricted (trust) funds is self-supporting.

c. The Loan Fund shall embrace the resources and liabilities of the Student Loan Fund and any other loan funds which are or may be established by friends of the University. Both the principal and the interest on this fund are expendable for loan purposes, unless otherwise provided by the Board of Trustees.

d. The University shall operate an Agency Fund for the convenience of various student organizations. The Comptroller shall provide for separate accounting for the activities of each organization or group and shall provide records insuring that each organization is self-supporting. All funds must be deposited with the Comptroller and shall be withdrawn only on authorization of the officers of the organization. The accounts of all such organizations shall be subject to audit by the Department of Business Management and Control.

e. Funds which have been established for the acquisition of land, buildings, equipment, and other improvements shall be kept separate and classified as Plant Funds. Transfers shall be made from the General Current Fund to the Plant Fund for such amounts as are provided in the annual budget or subsequently approved by the Board of Trustees. These funds shall not lapse at the end of the fiscal year, but shall continue available for expenditure unless otherwise provided by statute or in the annual internal budget. A distinction shall be made between unexpended Plant Funds and those funds already invested. The Comptroller shall provide proper records for verifying amounts shown as invested in the University plant.

All funds received by the Comptroller shall be deposited in a bank or banks designated by the Board of Trustees. The handling of these deposits must conform in all respects with the regulations of the Board of Trustees.

3. Purchases and Payments

All requests for purchases shall be made out on the proper form, approved by the department head or other administrative supervisor, and presented to the Comptroller. Upon approval, he shall superintend the purchase of such goods subject to the rules of the Board of Trustees.

No person shall have the right to make any commitment for any goods whatsoever in excess of \$5.00 without the approval of the Comptroller. Purchases of an emergency nature amounting to less than \$5.00 may be arranged for by the individual, provided the approval of the department head has been received. The above regulations shall not be operative for the purchase of library books bought from the library appropriation. Subject to the approval of the President and the Board of Trustees, the Comptroller shall make additional rules and regulations necessary for efficient purchasing.

Provisions shall be made for verifying the receipt of goods consigned to the University, and provision shall be made for the storing of supplies and materials commonly used by the various departments or divisions.

The above regulations shall be operative for all expenditures from all funds, but shall not be construed so as to be contrary to either State or federal regulations.

4. The Use of University Property

The Department of Business Management and Control, through its Division of Maintenance and Operations, shall be responsible for the upkeep of the various University properties, other than those of the Experiment Station. It shall be the duty of the Comptroller to establish standard charges for the use of any University property for other than regular University purposes. It is incumbent on the Division of Maintenance and Operations to keep such records as are necessary to avoid conflict in the use of buildings and other facilities. No properties shall be moved from the campus without the authority of the Comptroller, unless it be for temporary use and pursuant to well established regulation or usage.

The Comptroller shall make such rules and regulations as are necessary to insure the proper handling of keys to all University property, subject to the approval of the President and the Board of Trustees.

5. Financial Reports

In accordance with the regulations of the Board of Trustees, the Comptroller shall be responsible for keeping such records as are necessary to furnish monthly reports indicating the status of each fund, appropriation, or individual departmental budget. This report shall be submitted to the President and the Executive Committee or the Board of Trustees at each regularly scheduled meeting.

It shall be incumbent on the Comptroller to keep all necessary records for the proper financial control of various non-educational activities, such as athletics, cafeterias, dormitories, dining halls, publications, etc. This shall be construed to mean supervision over purchasing, payments, records, and internal auditing.

The Comptroller shall furnish the President and the Board of Trustees complete annual reports on all the financial operations of the University. These reports shall be of such a nature that they may be published and presented to the public.

X. Regulations Affecting the Teaching
and Research Staff and Other Employees
of the University

1. Appointments*

The President of the University is appointed by the Board of Trustees, The Vice President, the Dean of the University, the Comptroller, the deans of all colleges, and the Dean of the Graduate School are appointed by the Board of Trustees upon the recommendation of the President. All other appointments in all departments and divisions of the University shall be made by the Board of Trustees on the recommendation of the person or persons superior in rank and with the approval of the President.

In the case of any appointment, the President may reserve the right to recommend to the Board some person other than the one suggested by the dean or other head, or to ask for a new recommendation. If the Board is not satisfied with the recommendation of the President with respect to an appointment, it shall call on him to make another recommendation.

Each person with the rank of assistant professor or above shall, when employed, be furnished with a written statement of the conditions of his employment, and he shall also be given a copy of the Governing Regulations of the University and of the Rules of the University Faculty. Any other employee of the University shall be furnished with copies of these regulations and rules on request and approval by his college or division head. Each new employee shall, on request, fill out and return promptly any personnel record requested by the President, the Vice President, or the head of his college, division, or department.

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, or of any member of the University staff holding the rank of assistant professor or higher, may be appointed to any position in the University, unless the position in question could not otherwise be properly filled. Such an exception shall be made only on specific recommendation of the President and approval by the Board of Trustees. 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 has been engaged in advanced study of the subject for which he seeks employment at the University. No appointment to the

*This section, and no. 2 following, reflect essentially the same policies that have been observed since 1918. Changes are those made necessary by current practices. Compare with Section XI, pp. 22-23, G.R. June, 1936. This is the same statement presented by the Committee of 15.

rank of assistant professor or higher shall hereafter be made of anyone who does not hold an advanced degree from an accredited college or university. In general, no appointment to the rank of associate professor or higher shall hereafter be made of anyone who does not hold the degree of Doctor of Philosophy or its equivalent.

2. Transfers and Promotions

The policies and procedures outlined in the preceding paragraph with respect to appointments shall obtain also in all cases of promotion or transfer. When it is to the best interests of the institution, and if the professional status of an individual is not seriously jeopardized thereby, a person may be transferred from one assignment to another, without such a transfer being regarded as a violation of his tenure rights.

3. Tenure*

The tenure of the President of the University shall be continuous unless otherwise specified by the Board of Trustees at the time of appointment. Each of the following individuals and groups shall also have continuous tenure, either on appointment, or following a probationary period of employment on a year to year basis, the total probationary period to be from one to five years as approved by the President, the Vice President, the Dean of the University, the Comptroller, the deans of all colleges, the Dean of the Graduate School, the Dean of Men, the Dean of Women, the Registrar, the University Librarian, the Director of University Extension, the Director of the University Health Service, the Director of the University Personnel Office, the Director of the University Radio Station, the Director of the Agricultural Experiment Station, the Director of the Agricultural Extension Division, all heads of departments, all professors and associate professors, and such other employees as the President may designate.

All other employees are appointed annually or for some other period not in excess of three years. Ordinarily a person will not be retained at the rank of an instructor for more than five years.

The termination of a continuous appointment or the dismissal of a person prior to the expiration of a term appointment shall be for adequate cause only, except in the case of retirement for age or because of demonstrated financial exigencies. Before any such dismissal the person shall be entitled to a hearing in person or by counsel before the Board of Trustees. Before any hearing is held he shall be informed in writing of the charges against him. A full stenographic record shall be made of all hearings. In accordance with the law of the State, the reasons for dismissal include incompetency, neglect of or refusal to perform assigned duties, or immoral conduct.

*This section reflects essentially the same policies that have been observed since 1918. Compare with Section XIII, p. 24, G.R., June, 1936. This is essentially the same statement presented by the Committee of Fifteen.

A temporary or short-term appointment may be terminated at the expiration of the term by the mere act of giving timely notice of the desire to terminate. Whenever possible, notice of the decision to terminate the employment shall be given in ample time to allow the person to secure a new position. Likewise, notice of resignation shall, whenever possible, be given early enough to obviate serious embarrassment to the University.

4. 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 they shall receive their salaries in twelve monthly installments. Others receive their salaries in ten or eleven monthly installments. It is assumed that all persons worthy of employment on 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 be readily 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, 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 anyone from tutoring for remuneration in subjects over which he has no control.

The importance of rest and recreation is recognized and it is desired that all shall have reasonable vacations and shall use their vacations rationally to promote the ends 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, regardless of the basis on which paid, 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.

All persons regularly employed on a twelve months' basis, except those in the Division of Maintenance and Operations, are to be allowed one month's vacation (4 weeks) annually whenever this can be accomplished without serious loss of efficiency in the position. The vacation period may be continuous or otherwise as conditions warrant.

*The first four paragraphs are practically identical with regulations in force since 1918. Compare with Sect. XII, pp. 23-24, G.R., June, 1936. The last paragraph reflects present policies with respect to vacations. The entire statement is essentially that presented by the Committee of Fifteen.

Vacations are not cumulative, but must be taken in the twelve months' period from July 1 to June 30. Absence from work on legal holidays shall not be counted as part of the holiday, but all other absences shall, except as special arrangements have been made for sick leave. No person shall be eligible for the full vacation period until he has been employed continuously at least twelve months and no vacation of any length shall be granted until after six months' continuous employment. Each department or division head shall maintain a careful record of all absences from work on the part of each employee, including vacations, and shall be prepared to make a report on request of the President. Members of the teaching staff who accept eleven or twelve months' assignments, but who are not regularly employed on that basis, shall not be required to be on duty except during the instructional periods for which they receive payment.

Employees in the Division of Maintenance and Operations shall be granted vacations in accordance with regulations established by that department, provided that vacation periods for such employees shall not be longer than four weeks in any fiscal year.

5. Academic Freedom*

Any teacher or other professional employee of the University is entitled to full freedom in research and in the publication of the results, subject to the proper performance of his other academic duties; but research for pecuniary return shall be based on an understanding with his dean and with the President, and each arrangement of this kind shall be reported to the Board of Trustees and shall be subject to its approval.

The teacher is entitled to freedom in the classroom in discussing his subject, but he should be careful not to introduce into his teaching controversial matter which has no relation to his subject.

A teacher in the University is a citizen, a member of a learned profession, and an officer of an educational institution. When he speaks or writes as a citizen, he should be free from institutional censorship or discipline, but his special position in the community imposes special obligations. As a man of learning and an educational officer, he should remember that the public may judge his profession and his institution by his utterances. Hence he should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort, when speaking or writing as a citizen, to indicate that he is not representing the University.

*This is a new statement prepared by the Committee of Fifteen. It is in keeping with current policies in other institutions. It offers protection to the University as well as to the faculty member.

6. Leaves 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 quarter# 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 recommendation of the President, and are open only to persons on continuous appointment. They shall not be given so as to conflict with one another in any way, or to hamper the work of the institution. 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 in the University for 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 cause other than sickness, except by permission of the President. Sick leaves with pay may be granted in accordance with regulations established by the Board of Trustees or in terms of special arrangements approved by the Board on recommendation of the President.

Leaves of absence without pay may be granted for study, travel, temporary assignments in other institutions, et cetera, on request. Each such leave shall be granted by the Board of Trustees on recommendation of the dean or other head and approval of the President.

7. Change of Employment##

Whenever any member of the instructional and research staff or any administrative officers shall have reached the age of seventy years, he shall no longer perform the duties that he has theretofore performed, but he shall perform such duties as may be designated by the President of the University. For the performing of such other duties, he shall receive a yearly sum equal to twenty per cent of the salary received by him at the age of seventy plus one per cent of that salary for each year of service in the University. The salary so modified shall be paid in installments as the original salary was

 * A year is here interpreted to mean the regular school year of three quarters.

Or semester, as the calendar may provide.

**This is essentially the same policy in effect since 1918. Compare with Section XIV, pp. 24-25, G.R., June, 1936. It is essentially the same statement prepared by the Committee of Fifteen.

##Section 7 and all parts following reflect the same policies observed since 1918. Compare with pp. 25-27, G.R., June, 1936. These sections are all essentially in the form in which they were presented by the Committee of Fifteen.

paid. Upon recommendation of the President, and approval of the Board of Trustees, change of employment under the preceding conditions may be made effective at age sixty-five.

Members of the University Staff not included in this plan for change of employment shall be covered by such regulations as the Board of Trustees may make respecting change of occupation or retirement.

8. Group Insurance

Any person newly employed by the University of Kentucky shall be required to join the group life insurance organization now in existence at the University. This is a condition of employment and is designed to protect the employee during his connection with the University. The amount of insurance depends on the position and the salary paid. The University urges, also, that all employees participate in the group hospitalization insurance.

9. Representation and Attendance at Meetings

In order that the University may be properly represented at the various academic gatherings or functions in which it is invited from time to time to participate, the President selects members of the faculty to represent the institution.

In addition, all persons on the faculty are urged to become members of and to attend meetings of national, regional, and state organizations, and of associations in their own fields. In order to encourage teaching efficiency and promote original and creative work among the members of the faculty, funds are set aside to defray the expenses in whole or in part of those who are delegated to attend meetings by the President or by another administrative officer. Assignments from the fund are made by the President to the various colleges and divisions and are, in turn, assigned to individuals by the dean or director. Members of the faculty to whom such assignments are made may be called upon to make a brief report on their return.

10. Order of Communications and Reports

The official recommendations and communications on the part of any member of the University staff 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 officer 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 in the preceding paragraph, any request or recommendation and who has had such request or recommendation disapproved, shall have the right, with due notice given, to a full hearing before the Executive Committee of the Board of Trustees, 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, and nothing stated above shall abridge his right to appeal to the Board of Trustees from the action of its Executive Committee.

11. Departmental Unity

The principle of departmental unity is officially adopted. For example, courses in chemistry, regardless of whether they are for pre-medical, engineering, agricultural, industrial chemistry, or home economics students, or for students of general chemistry in the College of Arts and Sciences, shall be given in one department of chemistry.

12. The Spirit of Cooperation

It shall be the duty of all persons connected with the University 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 executive head of the institution. Deans, heads of departments, and other administrative officers may reasonably expect the loyal support of those who work with them in carrying out the policies approved by the Board of Trustees and the University Faculty.

At the same time all superior officers are expected to give an open mind to criticisms 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 fine spirit of cooperation and helpfulness may be created at the institution.

XI. Amendments

Subject to the approval of the Board of Trustees, these governing regulations may be amended by the University Faculty by a majority vote of the membership, written notice having been given to each member at least two weeks prior to the meeting at which amendment is to be considered. These governing regulations may also be amended by the Board of Trustees. Notice shall be given to the President and the University Faculty when such amendments are under consideration by the Board of Trustees.

The members of the Executive Committee discussed the rules and regulations and, after due consideration, upon motion duly made, seconded and carried, the regulations, as amended and quoted above, were approved and adopted as the Governing Regulations of the University.

E. Member of the Board Appointed to the Board of Directors of the Kentucky Research Foundation.

President Donovan stated that he had been notified by Dr. Leo M. Chamberlain, President of the Kentucky Research Foundation, that the term of office on the Board of Directors of the Kentucky Research Foundation of Mr. John C. Everett will expire at the end of the current fiscal year. He further stated that the by-laws of the Kentucky Research Foundation provide that a representative of the Board of Trustees on the Board of Directors of the Research Foundation be nominated by the Board of Trustees. He requested the Executive Committee to nominate a member to serve in this capacity.

A motion was made, duly seconded and carried, that Mr. John C. Everett be appointed to the Board of Directors of the Kentucky Research Foundation as the representative of the Board of Trustees of the University.

F. Request of Liggett and Myers Tobacco Company.

President Donovan submitted a request from the Liggett & Myers Tobacco Company, calling the attention of the University to a spur track extending from Upper Street to the right-of-way of the C.N.O. & T.P. Railway Company, leading to the Central Heating Plant of the University.

The tobacco company asked that the University acknowledge that it does not have any title or right-of-way to the track, and agree to cancellation of permission to use the track on 60-days notice in writing. Professor Frank Murray had been asked to make a study of the question, and an opinion from Mr. Murray was read.

After due consideration, upon motion duly made, seconded and carried, the Committee declined to authorize the execution of the proposed document, and directed the Comptroller to write Judge Charles M. Wheaton, of the Law Department of the Liggett and Myers Tobacco Company, acknowledging the spur track to be the property of the Liggett & Myers Tobacco Company.

G. Federal Public Housing Accepted.

President Donovan submitted Full Occupancy Memorandum--Statement of Completion by Contractor of the East and West H-type Barracks Buildings on Scott Street, Project No. Ky. (V-15138), and Partial Occupancy Memorandum--Statement of Partial Completion by Contractor on Buildings Nos. 4, 5 and 39, same containing 12 family dwelling units in Shawneetown, Project No. Ky.(V-15138A).

It was stated that the University was asked to accept the above described portion of the projects, together with inventory listed

on attached exhibits in accordance with provisions of the contract between the Federal Public Housing Authority and the local body.

After some discussion, upon motion made, seconded and carried, the documents were authorized executed on behalf of the University.

H. Perpetual Easement Agreement to the City of Lexington for a Storm Sewer.

President Donovan submitted the following agreement between the University of Kentucky and the City of Lexington, granting a perpetual easement or right-of-way for sewer purposes across the property of the University of Kentucky.

WHEREAS, at a meeting of the Executive Committee of the Board of Trustees of the University of Kentucky, held on the _____ day of _____ 1947, a Resolution was duly adopted directing the Chairman of the Executive Committee of the University of Kentucky, for and on its behalf, to convey to the City of Lexington, Kentucky, a deed for an easement or right of way for sewer purposes across the property of the University of Kentucky, hereinafter described:

NOW, THEREFORE, THIS DEED, made and entered into this _____ day of _____ 1947, by and between the University of Kentucky, party of the first part, and the CITY OF LEXINGTON, a municipal corporation of the second class of the State of Kentucky, party of the second part:

WITNESSETH: That for and in consideration of \$1.00, receipt of which is hereby acknowledged, and the further consideration of the benefit to be derived by party of the first part from the construction of the storm sewer hereinafter mentioned, and the further consideration that the said party of the second part, its successors and assigns, shall comply with the covenants, agreements and conditions hereinafter set out, the party of the first part hereby gives, grants and conveys unto the party of the second part, its successors and assigns forever, the right, power and privilege to lay, construct, inspect, maintain, operate, repair, rebuild and remove a storm sewer and appurtenances, to be a part of the sewer system of the City of Lexington, Kentucky, which sewer shall be of such dimensions, character, position, construction and to be used in such manner as the party of the second part may determine, along, though, under, across and upon the following described property:

A tract of land eight (8) feet wide, being four (4) feet on each side of the center line, which center line is described as follows:

Beginning at a point in the southerly line of Euclid Avenue opposite Harrison Avenue and twenty-five (25) feet westwardly from the west curb line of an existing driveway, which extends from Euclid Avenue southwardly along the westerly end of the University of Kentucky Athletic Field; thence in a southerly direction parallel to and twenty-five (25) feet westwardly from the west curb line of said driveway, a distance of three hundred twenty (320) feet, more or less to the Southern District Trunk Storm Sewer, on the property of the University of Kentucky, in the City of Lexington, Kentucky.

Being a part of the same property conveyed to the Commonwealth of Kentucky, by the City of Lexington, by deed dated July 1, 1880, of record in the Fayette County Clerk's Office in Deed Book 61, Page 336.

TO HAVE AND TO HOLD the said easements herein granted unto the party of the second part, its successors and assigns forever.

The said conveyance to be made upon condition that the City of Lexington, Kentucky, agrees to the following conditions: (The word, City, as used in these conditions means the City of Lexington, Kentucky; the word, Contractor, means the individual or company with which the City of Lexington, Kentucky, contracts to build the sewers; the word, University, means the University of Kentucky.)

1. Campus roadways and sidewalks may be used by contractor during progress of the work, but at no time shall they be blocked so as to interfere with University traffic or ingress or egress of Fire Department apparatus. Said roadways and sidewalks shall be properly maintained and kept in repair. When the work is completed, all sidewalks and roadways used by the Contractor in doing said work shall be put in as good condition by the Contractor, or by the City, as they were in just prior to the beginning of said work. Where necessary, temporary bridges and culverts shall be erected, or other means provided to accommodate the University traffic.

2. All excess dirt shall be deposited and graded along the site of the sewer or moved to the other parts of the campus, not over 3,000 feet from the point of excavation, as directed by the University. When work is completed, adjacent lawns which have ^{been} injured or molested by the work, shall be graded, sodded or seeded so that same will be in as good condition as before the work commenced.

3. All bridges shall be replaced in as good condition as they are now in, and in the event any bridges or culverts are removed, the contractor or the City must make proper provisions to accommodate pedestrians, trucks and Fire Department.

4. The City will be allowed to use a reasonable amount of working space on one or both sides of the sewer line. This area, where necessary, shall be enclosed by fence or suitable barricade to prevent encroachment or damage to adjacent lot or trees.

5. If it is impracticable or unnecessary to remove or transplant certain trees falling within the working area, all trees and shrubs thus left standing shall be securely boxed and protected against damage. In the event trees or shrubs are seriously damaged from any cause, they shall be replaced by others by the Contractor or by the City free of any cost to the University. Trees to be cut down and destroyed shall be cut into cord wood lengths and removed to the service building by the contractor or by the City.

6. The contractor or the City shall move excavated rock to the service building or deposit them on University campus as directed, within a limit of 3,000 feet from point of excavation.

7. The City shall see that contractor keeps premises clean at all times and that no unnecessary rubbish be allowed to accumulate. All lunch papers and debris thrown around by workmen are to be removed or burned daily. Special toilet facilities must be provided by the contractor in accordance with sanitary regulations. Workmen will not be permitted to use the toilet facilities of University buildings.

8. The contractor and the City shall be liable for all damage to University property, whether or not such liability is specifically set out herein, and the contractor and the City shall be liable to the University for all claims for which the University may become liable for injury to persons or property, arising out of injury or loss that may occur in the course of construction of said sewer.

IN WITNESS WHEREOF, the University of Kentucky has caused its name to be signed hereunto by _____, Chairman of its Executive Committee and has caused his act to be attested and its corporate seal to be affixed by _____, Secretary of its Board of Trustees, at Lexington, Kentucky, this the day and year first above written.

UNIVERSITY OF KENTUCKY

By

CHAIRMAN OF EXECUTIVE COMMITTEE

ATTEST:

SECRETARY BOARD OF TRUSTEES

It was stated that the Easement had been examined by Professor Frank Murray of the Law College and approved as to form and as to authority of the Board of Trustees to grant it. Copy of the Easement had also been sent to the Attorney General for his opinion, but his answer had not been received.

The Easement is necessary for the City of Lexington to construct a storm sewer along the Memorial Auditorium-Fieldhouse site, to take care of surplus water which will develop through construction of the Memorial Auditorium-Fieldhouse.

The Board discussed the request, and upon motion duly made, seconded and carried, the Easement was approved, and the Chairman of the Executive Committee was authorized to execute same.

I. Invoice of Griffenhagen and Associates for Survey of the University of Kentucky.

President Donovan read a letter from the Executive Secretary of Governor Simeon Willis, enclosing invoice for fees for services in making a study of the University, and reporting thereon, under the terms of letter of May 10, 1946, approved by Governor Simeon Willis, in amount of \$4000.00.

After due consideration, upon motion duly made, seconded and carried, the Comptroller was authorized and directed to draw requisition for fees of Griffenhagen and Associates for the sum of \$4000.00, to pay for their services in making the study as authorized and approved by Governor Simeon Willis.

J. Bond of Custodian of War Department Property.

President Donovan read a letter from the Comptroller concerning the execution of an institutional bond for the protection of War Department property in the custody of the University.

April 28, 1947

Dr. H. L. Donovan, President
University of Kentucky

My dear Dr. Donovan:

The Office of the Commanding General, Headquarters, Second Army, Baltimore, Maryland, has requested that the University of Kentucky execute an institutional bond payable to the Treasurer of the United States of America for the protection of War Department property in the custody of the University for the use of the R.O.T.C. unit at the University.

I find that on March 16, 1927, the University authorized the execution of a similar bond in the amount of \$52,000.00. The Commanding General of the Second Army now requests that the University execute a bond to cover property in our custody in the amount of \$104,000.00. Because we have requisitioned Air Forces property which has not yet been received, it is suggested by Colonel G.T. McKenzie, Professor of Military Science and Tactics, and concurred in by the writer, that the amount of the bond authorized be increased to approximately \$200,000.00. This will obviate the execution of a second bond when and if the Air Forces equipment is received.

It is my understanding that the War Department will accept a bond executed by the President for the University upon authorization of the Board of Trustees. It is therefore suggested that such a bond be authorized in lieu of the corporate bond.

Respectfully submitted,

(Signed) Frank D. Peterson
Comptroller.

President Donovan stated to the Executive Committee that the ROTC unit at the University has been enlarged, due to increased enrollment, necessitating the acquisition and use of additional property, and that an Air Force unit has also been approved for the University, and property requisitioned for its use.

The recommendation was discussed, and upon motion duly made, seconded and carried, an institutional bond, payable to the Treasurer of the United States of America, in the sum of \$200,000 was authorized executed by the President of the University on behalf of the University of Kentucky.

K. Membership Fee in the Oak Ridge Institute of Nuclear Studies.

President Donovan stated that ^{he} had previously recommended that the University join the Oak Ridge Institute of Nuclear Studies, and he was now submitting an invoice for the amount of \$2500.00, same being one half of the membership fee for the year ending June 30, 1947. He expressed enthusiasm as to the progress and possibilities of the Institute for research among southern institutions for the development of the South, and for the potential contributions to science in America and the world, so that atomic power may be used for great, humane purposes in industry, agriculture, medicine, and scientific research.

The recommendation was discussed, and after due consideration, upon motion, duly made, seconded and carried, the Comptroller was directed to pay to Dr. W. G. Pollard, Treasurer, Oak Ridge Institute of Nuclear Studies, Inc., the sum of \$2500.00.

L. Lease Agreement with Ohio Crankshaft Company.

President Donovan read the following letter concerning Lease Agreement between Ohio Crankshaft Company and University of Kentucky.

April 22, 1947

Dr. H. L. Donovan, President
University of Kentucky

My dear President Donovan:

I transmit a lease agreement between the Ohio Crankshaft Company and the University of Kentucky.

The University purchased from the War Assets Administration at 95% discount one TOCCO-JR. machine for the surface hardening of metallic substances in the Metallurgy Laboratory. The machine was originally sold by the Ohio Crankshaft Company to the Motor Parts Company for the account of the United States Government and was licensed to the government under License Agreement dated November 15, 1943. Since the machine has now been transferred from the government to the University of Kentucky, the Ohio Crankshaft Company has offered to cancel the government agreement covering the unit and issue to the University a Limited License Agreement on a royalty-free basis for educational use.

Professor Crouse, head of the Department of Metallurgical and Mining Engineering, advises that this instrument is a fine piece of equipment, one that he has desired to have in the Metallurgy Laboratory for some time. He advises that the unit is manufactured by the above company, who holds the patents and who licenses all machines to purchasers, generally on a royalty basis. He now advises that the machine should be licensed to the University.

There is nothing in the license agreement to obligate the University for any funds or otherwise make the University liable so long as we confine the use of the equipment to instructional purposes. I recommend that the agreement be approved and executed and returned to the Ohio Crankshaft Company.

Sincerely yours,

(Signed) Frank D. Peterson, Comptroller.

The Comptroller further explained the necessity of executing the Lease Agreement on a royalty-free basis, and, after due consideration, and upon motion duly made, seconded and carried, the President was authorized and directed to execute a Lease Agreement on behalf of the University.

M. Norwood Fund Transferred to Student Loan Fund.

President Donovan stated that C. S. Crouse, Treasurer of the Norwood Fund, had transmitted a check for \$543.84 from the Lexington Federal Savings and Loan Association. It was explained that this money was originally invested in the Federal Savings and Loan Association by Professor W. E. Freeman, Treasurer of the Norwood Fund, and that, since 1942, no supervision had been given the fund because no one else connected with the College of Engineering seemed to know anything about its existence. He recommended that the amount be received and credited to the Student Loan Fund.

The recommendation was discussed, and upon motion duly made, seconded and carried, the Comptroller was directed to deposit the sum of \$543.84 to the credit of the Student Loan Fund.

N. Request of Mrs. Lucy Young Fisk.

President Donovan submitted a request of Mrs. Lucy Young Fisk for payment of the debt of the University of Kentucky to her late husband, Edward Fisk. It was explained that the debt Mrs. Fisk referred to concerned the reduction in salaries at the University during the depression year 1932. The Committee considered Mrs. Fisk's request, and declined to approve same, on advice of the Attorney General that current funds may not be used to pay any claim which may have been incurred during the year 1932, and the Comptroller was directed to notify Mrs. Fisk to that effect.

O. Return to Semester System Authorized.

President Donovan stated that the Board of Trustees, upon his recommendation at the beginning of the war, organized the calendar of the University on the quarter system, thereby replacing the traditional semester system under which the University had always operated. He stated that the quarter system had permitted students to accelerate their educational program and in some instances receive credit for work done before they were drafted into military service which they probably could not have received on the semester basis.

The President stated that since the war, deans of the various colleges and many members of the faculty had expressed a desire to return to the semester system. Recently the Council on Public Higher Education had considered the question and had voted to return to the semester system. He further stated that it is somewhat more economical to operate on the semester system than on the quarter

system because students register less frequently during the year when the University is organized on the semester basis. He recommended that the University return to the semester system at the beginning of the summer school, 1948, if this proves to be practical and the calendar can be so arranged as to accommodate the veterans who may be in attendance. He recommended that in the future the calendar of the University consist of two full semesters and that the summer school be one-half semester in length.

The Board heard the recommendation and upon motion duly made, seconded and carried, authorized the University to reorganize its calendar so as to substitute two and one-half semesters for the four quarter basis, the change to be effective with the beginning of the summer school, 1948.

P. Educational Psychology Placed in the Department of Foundations of Education.

President Donovan read a letter from Dean Taylor.

April 10, 1947

President H. L. Donovan
University of Kentucky

Dear President Donovan:

When I recommended a reorganization of the College of Education recently, I left Educational Psychology as a separate division primarily because of the fact that I didn't feel it would be fair to ask Dr. Ross to go into a division under Dr. Hartford. Dr. Ross had been with us for more than twenty years and had done an unusually effective piece of work. Logically Educational Psychology is a part of the foundation program. I am recommending, therefore, that it be abolished as a separate department and included in the Foundations of Education. It will strengthen our program still further if this may be approved.

Sincerely yours,

(Signed) William S. Taylor

President Donovan recommended that the request be approved, and upon motion duly made, seconded and carried, the recommendation was concurred in.

Q. Foreign Students Scholarship Awards Granted.

President Donovan submitted the report of the Committee on Foreign Students, with recommendation that the following be approved for awards indicated.

Miss Sivia Kyllikki Lassi - \$600 Free Tuition Fellowship
 Mr. Sebastian van Goudoever - \$600 Free Tuition Fellowship
 Mr. Francisco Mendez - Free Tuition Scholarship
 Mr. Ragnar Lorang-Larsen - Free Tuition Scholarship
 Mr. Rafael Angel Moya Rodriguez - Free Tuition Scholarship
 Miss Dziang Sin-boa - Free Tuition Scholarship
 Miss Joan Harborne - Free Tuition Scholarship
 Mr. John Jacob - Free Tuition Scholarship
 Mr. Alexander Capablanca - Free Tuition Scholarship
 Miss Ilona Ricardo - Free Tuition Scholarship.

Upon motion duly made, seconded and carried, the recommendation of the Committee on Foreign Students, concurred in by the President, was authorized and approved for the awards indicated.

R. Recess for Luncheon.

The Committee recessed at 1:30 for luncheon, which was served in the President's Office, and after luncheon, continued discussion of the business on the agenda.

S. Reorganization of Foreign Student Program.

President Donovan stated that the Committee on Foreign Students felt that the policy governing the program should be reorganized, and that he concurred in their feeling. He recommended (1) that we offer two \$600 Haggin Fund Foreign Student Fellowships, and that these fellowships include free tuition; (2) that the present ten free tuition scholarships be continued; (3) that the University create a \$200 emergency fund to be placed at the discretionary disposal of the Advisory Board, to meet unforeseen emergencies that may arise among its foreign students.

The President further explained the advantages to the University of participation in a program of granting fellowships and scholarships to foreign students, and after some discussion, upon motion duly made, seconded and carried, the recommendation of the President was concurred in and adopted.

T. Assignments Executed by Chairman of the Executive Committee.

Judge Stoll reported that he had, upon the recommendation of the Comptroller, executed consent to assignment by the United Aircraft Corporation, Assignment of Agreement between United Aircraft Corporation and the University of Kentucky, and assignment of contract numbered W-36-039 sc-32265 with United States Signal Corps, dated June 10, 1946.

He stated that he desired to report to the Committee his action, that same be made of record.

Upon motion duly made, seconded and carried, the action of the Chairman of the Executive Committee in signing the assignments referred to above was approved and ratified.

U. Southern Regional Fellowships Granted.

President Donovan stated that the University of Kentucky, University of Alabama, and the University of Tennessee have been cooperating with the Tennessee Valley Authority in what is known as a Southern Regional Training program in public administration. From eight to ten graduate students have been selected to work in the field of public administration. They spend one quarter at Alabama, one quarter at Tennessee, and one quarter at the University of Kentucky. These young people receive scholarships from the Tennessee Valley Authority, and they are preparing themselves for public service. It was agreed at the time the program was initiated that each institution would furnish scholarships equivalent to the fees which the students would otherwise have to pay.

He recommended that the Executive Committee approve scholarships for this quarter for ten students working in public administration, and that the Comptroller be authorized to remit these fees, each scholarship to pay the registration fee of the University. He recommended that the policy be approved for the three years following, as this was expected to be a five-year program.

The members of the Committee heard the statement of the President and his recommendation, and upon motion duly made, seconded and carried, approved the granting of ten scholarships for work in public administration, authorized the Comptroller to remit fees, and approved that the policy be followed during the next three school years.

V. Gifts.

From The Procter and Gamble Company.

President Donovan reported a grant of \$2,000.00 from The Procter and Gamble Company, to be set up as a trust fund and used to advance a project being conducted by the Kentucky Experiment Station

on supplemented cottonseed hulls as a roughage for sheep and for beef cattle. He stated that this generous contribution would very materially assist in the prosecution of this investigation.

Upon motion duly made, seconded and carried, the grant of \$2,000.00 was accepted, and President Donovan was requested to write a letter of appreciation on behalf of the University to The Procter and Gamble Company.

From The National Geographic Society.

President Donovan reported the offer of The National Geographic Society to present to the Department of Geography "a complete set of maps and indices prepared by the Cartographic Department of the National Geographic Society" in recognition of "the significant contribution being made . . . in teaching and research in the field of geography," and recommended acceptance of the gift.

Upon motion duly made, seconded and carried, the gift was accepted, and President Donovan was requested to write a letter of appreciation on behalf of the University to The National Geographic Society.

From the Middle West Soil Improvement Committee.

President Donovan reported check for \$300, representing contribution from the Middle West Soil Improvement Committee to the Experiment Station, to assist in carrying on experiments with fertilizers.

Upon motion duly made, seconded and carried, the check was accepted, and President Donovan was requested to write a letter of appreciation on behalf of the University to the Middle West Soil Improvement Committee.

Gift of Portrait of William S. Webb.

President Donovan reported that a group of alumni, friends and former students had authorized a portrait of Professor William S. Webb, and had presented same to the University. This was a beautiful thing for the friends of Professor Webb to do, and the portrait will be displayed in some building, possibly the Library building.

The President reported that he had accepted the portrait on behalf of the University and asked that the Board authorize its acceptance. The members of the Executive Committee expressed delight at the honor extended to Professor Webb, and upon motion duly made, seconded and carried, authorized the acceptance of the portrait, and directed President Donovan to write a letter of appreciation on behalf of the University to those responsible for the tribute to Professor Webb and the gift to the University.

W. Retirement of T. H. Jones.

President Donovan reported that T. H. Jones, County Agent in Lee County, had applied for retirement, effective July 1, 1947. The retirement is made under annuity contract with the Teachers Insurance and Annuity Association, in which both the College, through Federal funds, and the recipient participate.

It was reported that the application for retirement is made upon the advice of Mr. Jones' physician. Mr. Jones was 68 years old March 3 of this year. His health is not good and he has been ill for some months.

President Donovan recommended that the request be granted, and on motion duly made, seconded and carried, the request of T. H. Jones for retirement, effective July 1, 1947, was approved.

X. Salary Schedule for County and Home Demonstration Agents.

President Donovan stated that he had received from Dean Cooper revised classification and salary schedules for the employment of Home Demonstration and County Agents in Kentucky. He stated that it was desired to replace the existing salary schedule which was dated July 6, 1945, with the salary schedules submitted at this time. He read the schedules in their entirety.

SALARY SCHEDULE AND CLASSIFICATION FOR
THE EMPLOYMENT OF COUNTY AGENTS IN KEN-
TUCKY

In selecting men for the county agent section, it is desired that men be found who are well trained and men with good personality, vision, initiative, ability to plan, courage, energy and a right attitude, with sympathy and understanding of the farm problems.

I wish to recommend that the following schedule of salaries be approved for the employment of men agents to assist with the county agent program:

I. TEMPORARY APPRENTICE AGENT is a college student who furnishes evidence that he will accept county agent employment upon graduation. Such students may be employed for short periods before graduation at a salary of \$150.00 per month.

II. EMERGENCY AGENT, TEMPORARY BASIS, is a man employed to perform a special duty for a limited time. While this position is temporary, under special cases it might be continued for one or two years. The salary scale must vary greatly as the duties and men may vary greatly. Salary \$2200 to \$3100.

III. ASSISTANT COUNTY AGENT (\$2200 to \$2800).

The beginning salary of Assistant County Agents may range from \$2200 to \$2800, depending upon their training, experience and ability. This variation in salaries not only provides for advancement of Assistant County Agents but aids in the employment of Assistant County Agents who have had military service, post graduate study and experience in other fields.

An Assistant County Agent is a man with an agricultural degree, taking special instruction on the job under one or more county agents for a number of months in preparation to becoming a county agent in the near future. Such training is required of each man before being placed as county agent and this training is usually not in the Assistant County Agent's home county.

IV. ASSOCIATE COUNTY AGENT

An Associate County Agent may be assigned to a special subject and placed on an annual basis.

The man who has trained as an assistant county agent and merits a promotion may then be placed in charge of a county as county agent, or he may become an assistant county agent placed in some county on an annual basis.

The salary scale of this group may range from \$2800 to \$4000, depending upon the success of their work and the years of service which have further developed their usefulness.

ASSISTANT COUNTY AGENT IN NEGRO WORK

The Negro worker within a county shall work in cooperation with the county agent, carrying 4-H Club work and other projects to the Negro population more directly than is possible for the county agent. Salary scale \$2000 - \$2200 - \$2400 - \$2600 - \$2800.

V. COUNTY AGENT

After an assistant county agent has had sufficient training and has demonstrated his ability, he may be promoted to the position of county agent in charge of a county at a beginning salary of \$3000. It is required that he be a man with farm experience, an agricultural degree and not a native or resident of the county in which he is employed. He is expected to have such ability as to conduct county agent work in the county in a satisfactory manner.

A county agent in the beginning group may be promoted

to the second step at \$3200, after he has served for one or more years in the beginning group and his work has been rated as excellent, or he may be a man who has been brought into this group at a higher rate of pay after having had other work of kindred nature and of equal value in training to that he would have received in one or two years' work as a county agent.

A county agent promoted to the third step at \$3400 is one who has served successfully in lower salary groups as county agent for two or more years and his accomplishments be of such merit as to deserve promotion after serving in the lower groups or was brought into the service from kindred agricultural work with equivalent experience.

County agents promoted to the fourth step at \$3600 are those who, through growth and increased accomplishments have been promoted from the lower groups with three to ten years' successful county agent experience in those groups, or who have been brought in after having had agricultural training and experience equivalent to that obtained by several years of county agent work. Salary schedule \$300 ~~e~~ - \$3200 - \$3400 - \$3600.

VI. COUNTY AGENT (SENIOR GRADE)

Having grown by increased merit and accomplishments as above outlined, the requirements are enlarged and the fourth step county agent may be made a senior county agent at \$3900 by developing additional growth in leadership and ability to manage some of the more exacting key counties requiring greater managerial ability than is usually expected in the four lower steps.

County agents of the senior grade are also in groups or steps. Those in the second step at \$4200 are county agents who, in addition to having executive ability and successful experience in county agent work, are given charge of important counties requiring an unusually heavy load in volume and quality of work in order to satisfy both the farmers and cooperative business organizations.

The third step at \$4500 for senior county agents is for men who have served in the first and second steps but are placed in a group of more exacting counties with still larger demands and increased responsibilities.

The fourth senior step at \$4800 requires special skill of a man who has successfully served two or more years in the third senior step, and has demonstrated that he can carry a large load of very exacting work in an outstanding key county of the state, thereby demanding a county agent of the very highest training, personality and leadership.

The fifth step at \$5000 is the highest suggested at this time. This position is to be used to promote the fourth senior step, who through a long period of service has further developed their usefulness to this final step as county agent.

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SALARY SCHEDULE AND CLASSIFICATION
FOR
THE EMPLOYMENT OF HOME DEMONSTRATION AGENTS IN KENTUCKY

I. SPECIAL OR EMERGENCY HOME DEMONSTRATION AGENTS

A special or emergency agent may fall in two classifications:

1. Agents who do not qualify for regular members of the home demonstration staff, appointed on a temporary basis to do specific pieces of work. They might be experienced homemakers or local leaders who could do a specific job under the supervision of the home demonstration agent. The food conservation assistants employed during the war fell under this classification.
2. Qualified persons employed on a temporary basis. Former home demonstration agents who could carry on in the absence of regular agents or until permanent agents could be found or Home Economics teachers serving during the summer months would fall in this classification.

The salary schedule necessarily shows quite a spread to include persons of varying experience and training. All persons employed in this group are on a temporary basis.

Salary schedule: \$1800 - \$3000.

II. APPRENTICE HOME DEMONSTRATION AGENTS

Home Economics students who intend to enter the home demonstration service and who have completed their junior year. Employment would be based on good recommendations for home demonstration work and a statement of intention to enter the home demonstration service after graduation. Employment would be for summer work only and would be regarded as pre-service training.

Salary schedule: \$1800.

III. ASSISTANT HOME DEMONSTRATION AGENTS

Assistantship is required of all home demonstration agents entering the Extension Service. Assistants may be appointed on a temporary basis, primarily for the purpose of getting specific training for the position of home demonstration agent or on a more permanent basis to help carry the home demonstration program in a county with a sufficiently large teaching load to justify the employment of two agents.

Since the assistant agent is either on the way to becoming a full-time agent or is the second agent in the county, her qualifications must meet the minimum requirements for a home demonstration agent, which are as follows:

1. Training - A Bachelor's Degree in Home Economics. It is essential that a home demonstration agent have a sound subject matter foundation.
2. Background - Farm or rural - either reared on a farm or in a rural community, or with experience in farming or rural communities.
3. Experience - Experience in teaching home economics or in some other field of home economics, or other experience which offers an opportunity to work with people, is desired, though not required.
4. Abilities and personality traits necessary to carry on an organized program with people.
5. Non-resident of the county in which she is employed.

The salary schedule will provide for bringing into the service as assistant agents qualified home economics graduates, persons with experience in Extension and other fields, and for promotion of assistant agents employed on a permanent basis.

Salary schedule: \$2100 - \$2300 - \$2500.

IV. ASSISTANT HOME DEMONSTRATION AGENTS IN NEGRO WORK

The assistant home demonstration agent in charge of Negro work will carry on adult and 4-H Negro work under the direction and supervision of the home demonstration agent. In this category the title of assistant is permanent, so the salary schedule must allow opportunity for advancement to the maximum figure for Negro agents. It will also provide for bringing into the service Negro agents who have had successful experience in Extension or related fields.

Salary schedule: \$1800 - \$2000 - \$2200 - \$2400 - \$2600 - \$2800 - \$3000.

V. ASSOCIATE HOME DEMONSTRATION AGENTS

This title applies to agents who have completed their training period, who are able to take over the responsibility for certain phases of the county program, with a minimum of supervision from the home demonstration agent, and who are employed on a permanent basis. This classification also includes experienced and well trained persons, such as agents from other states or persons having excellent experience in related fields, who enter the service at a higher figure than an assistant agent for a short period of orientation with an experienced agent, before taking over full responsibility of a home demonstration agent.

Since associate agents may serve a considerable number of years, the salary schedule provides for promotion in the classification.

Salary schedule: \$2700 - \$2900 - \$3100 - \$3300.

VI. HOME DEMONSTRATION AGENTS

The home demonstration agent has the full responsibility for developing and carrying out the adult and 4-H Homemaking program in the county and for supervising agents employed under the preceding classifications. They must have the minimum requirements for a home demonstration agent enumerated above and, in addition, experience as assistant home demonstration agents for the purpose of receiving specific training for the job. Such periods of training will vary from several months for a woman having maturity and previous experience in Extension or other fields, to a year or more for qualified, inexperienced home economics graduates. The length of such training periods is flexible and is determined by the progress and demonstrated ability of the individual.

The salary schedule will provide for bringing into the service qualified home economics graduates who have served as assistants, persons with experience in Extension and related fields or with advanced training, or both, and for advancement according to performance of home demonstration agents.

Salary schedule: \$2700 - \$2900 - \$3100 - \$3300.

VII. HOME DEMONSTRATION AGENTS - SENIOR GRADE

This classification provides for continued advancement of home demonstration agents who give superior service over a long period of years. Seniority is not based on period of service alone. A person, to reach this classification

must demonstrate her ability to carry on a high type of home demonstration program with adults and juniors, must show growth and development in the county program, and show evidence of superior leadership, both in the county and with her co-workers. The period of years leading to seniority will necessarily be flexible. It should be possible for a person of superior ability, advanced training and previous experience to reach seniority in a shorter period of time than a superior agent who comes into the service as a home economics graduate and makes consistent advancement from lower to higher classifications.

Salary schedule: \$3500 - \$3800 - \$4100 - \$4400.

President Donovan recommended that the schedules be approved, effective upon adoption.

Members of the Committee discussed the provisions of the schedules and classification for employment, and upon motion duly made, seconded and carried, the salary schedules and classification for employment of Home Demonstration and County Agents in Kentucky were approved.

Y. Death of Mr. Edward Robb Reported.

President Donovan stated that he was sorry to report the death of Mr. Edward Robb, who had been employed as farm laborer at the Kentucky Experiment Station for the past thirteen years. Because of illness Mr. Robb had been granted leave without pay in March of last year, and he died on May 17, 1947. Mr. Robb had been a very faithful and efficient employee of the Experiment Station, and the University extends to his family its sympathy.

Z. Bid of Czarnek & Czarnek Manufacturing Company Accepted.

Comptroller Peterson reported that Dean Terrell of the College of Engineering, under his direction, received bids on March 26, 1947, for used machines in the machine shop of the College of Engineering. He stated that these machines were old and obsolete, that new machines had been received through the War Surplus program, and that it was desirable to dispose of the old machines in order to make room for the new ones. He stated that invitations to bid were extended to five companies located in Lexington and Georgetown, Kentucky, Newark, New Jersey, and New York, N.Y.

Bids were received from Johnson Machinery Company, Newark, N.J.; Leggett Engraving Company, Lexington, Ky.; and Czarnek & Czarnek Manufacturing Company, Georgetown, Ky.

The bid of Czarnek and Czarnek, being the high bid, was recommended accepted.

Upon motion duly made, seconded and carried, the Comptroller was authorized to accept the high bid of Czarnek & Czarnek Manufacturing Company in the amount of \$2050.00, for eight obsolete machines as listed in the invitation to bid.

A-1. Dr. Louis A. Pardue Employed at Salary of \$5600.00.

President Donovan made the following statement and recommendation:

In consideration of the services to be rendered the University by Dr. Louis Arthur Pardue, I am recommending that he be continued in his present position of Professor of Physics at a salary of \$5600 for a twelve months' period, effective as of this date.

Many considerations prompt this recommendation, but I am chiefly concerned that the University not lose the services of such distinguished faculty members as Dr. Pardue. Higher living costs have made necessary marked increases in salaries in the universities of this country and large increases in enrollments have further sharpened the competition for the services of capable men. The enrollment at the University of Kentucky in the fall of 1947 will be approximately 90 per cent greater than the peak pre-war registration in 1939 and almost four times as great as the low enrollment of the war period. The University must necessarily increase its staff to meet student demand, and it must pay salaries that will permit it to compete on a reasonably favorable basis with other universities.

Since July, 1941, the University has accepted the resignations of approximately 70 members of its instructional and research staffs. In the great majority of these cases the men and women involved resigned because they were offered by other institutions salaries which the University of Kentucky could not meet, the inducement in many instances amounting to increases of as much as 40 or 50 per cent, and in a few cases to as much as 75 or 100 per cent. These persons who have been lost to the University and to the State are highly trained specialists, in many cases distinguished in their fields. The flow of ability and talent to other institutions and other states must be stopped if the University and the Commonwealth it represents are not to suffer irreparable damage. The recommendation here made is to avoid the loss of still another staff member whom the University cannot afford to lose. In making this statement it is not implied that Dr. Pardue is now contemplating leaving the University or that he has used offers recently received to press for a higher salary. However, there is not a member of the physics

staff who could not have changed positions in the last few months and thereby gained for himself a considerable financial advantage. Loyalty to the University and to the State are among the considerations that have kept many professors at the University who would otherwise have felt compelled to leave.

Dr. Pardue was born in Scottsville, Kentucky, and was educated in the elementary and secondary schools of that community. He received the degree of Bachelor of Arts and Master of Science from the University of Kentucky, and the degree of Doctor of Philosophy from Yale University. He has taught at Lincoln Memorial University, Lehigh University, and Yale University. He returned to the University of Kentucky from Yale in 1931 and, except for leaves of absence, has since been associated with this institution. He has, since 1931, been promoted through the ranks of assistant professor, associate professor, and professor. In 1938-39 he was granted a leave of absence to do advanced study and research in nuclear physics at the California Institute of Technology.

Dr. Pardue is a member of the American Physical Society and of its Southeastern Section, a member of the American Association of Physics Teachers, of the American Association of University Professors, Sigma Xi, Phi Beta Kappa, Pi Mu Epsilon, and Sigma Pi Sigma. His name is listed in American Men of Science. He has contributed a number of articles dealing with atomic and nuclear physics to scientific journals. At present he is engaged in teaching advanced courses in physics and in research in nuclear physics.

As a result of his training, experience, and professional reputation, Dr. Pardue was called to the University of Chicago in June, 1943. There he participated in an important way in the Metallurgical Project of the Manhattan District. In July, 1944, he was transferred to the Clinton Laboratories of the Manhattan District at Oak Ridge, Tennessee, where he continued to participate in war research of the most secret nature. The world is well aware of the outcomes of the work done by American scientists at Chicago and at Oak Ridge. The contribution of Dr. Pardue to these results was by no means a minor one.

I make this rather detailed statement in reference to Dr. Pardue in order that there may be no question in the minds of the members of the Board of Trustees as to the reasons for the recommendation made above.

The recommendation of President Donovan was discussed. Members of the Executive Committee stated that they knew something of the difficulty experienced in securing and holding competent faculty members at the University. They expressed keen interest in keeping such scholars as Dr. Pardue at the University and upon motion duly made seconded and carried the recommendation of President Donovan was concurred in and Dr. L. A. Pardue was employed at a salary of \$5600 for the year, effective immediately.

A-2. Appointments and Other Staff Changes.

President Donovan submitted staff appointments, reappointments, salary adjustments, leaves of absence, resignations, promotions and other staff changes requested by deans and heads of departments.

College of Arts and Sciences

Appointments

Henry Wilton Tucker, graduate assistant for the Winter Quarter, reappointed as Instructor in the Department of Geography, for April, May and June, 1947.

Anita M. Mott, part-time Instructor in Chemistry, for April, May and June, 1947.

W. C. Gibbs, reappointed visiting assistant professor, Department of History, for April, May and June, 1947.

James B. Trice, graduate assistant, reappointed in the Department of Physics, effective for the Spring Quarter, 1947.

John Christopher, reappointed graduate assistant for April, May, and June, 1947. Mr. Christopher's services are needed to relieve Dr. White of teaching duties in the Department of Psychology.

Frank E. Guthrie, student assistant, Department of Zoology, for April, May and June, 1947.

S. V. Brents, Jr., student assistant, Department of Journalism, for April, May and June, 1947.

George H. Paine, student assistant, Department of Botany, reappointed for April, May and June, 1947.

Mrs. Eleanor Warren, half-time secretary, Department of Geography, for April, May and June, 1947.

Julia Ann Waters, half-time secretary, reappointed for April, May and June in the Department of Geography.

Mrs. Frances Chaffins, student assistant, Department of History, for April, May and June, 1947.

Daniel N. Shindelbower, student assistant, Department of Art, for April, May and June, 1947.

Frank A. Pattie, Professor of Psychology and head of the Department of Psychology, effective June 16, 1947, for the period of one year.

Ben W. Black, instructor, Department of English, for ten months, for 1947-48.

James Arthur Watson, Jr., instructor, Department of Chemistry, for the academic year, 1947-48, for ten months, effective September 1, 1947.

Carl B. Cone, Assistant Professor of History, for the academic year, 1947-48, 10 months basis, Dr. Cone succeeds Dr. William F. Church, resigned.

Roland E. Meyerott, Associate Professor of Physics, 12 months basis, effective September 1, 1947.

Dord E. Fitz, Assistant Professor, Department of Art, for the academic year 1947-48, for ten months, effective September 1, 1947.

Mildred Lewis, Acting Head of the Department of Music, for the first term of the summer school, 1947.

Robert Kuhlman, Acting Head of the Department of Music for the second term of the summer school, 1947.

Mabel Gumm, clerk-secretary, Department of Music, effective September 1, 1947.

Elsie Church, instructor, Department of Mathematics, for ten months, effective September 1, 1947. Miss Church will replace Mrs. Betty Crawley.

Dorothy Curtis, secretary, Department of History, effective June 1, 1947.

Salary Adjustments

Eleanor V. Warren, graduate assistant, Department of Mathematics, adjustment in salary for April, May and June, 1947, because of change in load.

Horace L. Sawin, graduate assistant, Department of English, adjustment in salary for April, May and June, because of changed teaching load.

George Foster, graduate assistant, Department of English, adjustment in salary for April, May and June, because of changed teaching load.

Frederick Scott, graduate assistant, Department of English, adjustment in salary for April, May and June, because of changed teaching load.

Aqalin Wichman, graduate assistant, Department of English, adjustment in salary for April, May and June, because of reduced teaching load.

Ann Van Meter, graduate assistant, Department of Chemistry, adjustment in salary for April, May and June, because of reduced teaching load for the spring.

Allie Louis Whitt, graduate assistant, Department of Zoology, adjustment in salary for April, May and June, because of changed schedule of classes.

Mrs. Julia C. Wells, half-time secretary, Department of Philosophy, adjustment in salary for April, May and June.

John B. Owen, graduate assistant, Department of Zoology, adjustment in salary, effective April 1, 1947.

Charles Riggs, part-time instructor, Department of Mathematics, for the year 1946-47, made full-time instructor for the spring quarter, with adjustment in salary for April, May and June, 1947.

M. M. White, who was appointed by the Board to succeed Dean P.P. Boyd, as Dean of the College of Arts and Sciences, will assume his new duties June 16, 1947, with adjustment in salary.

Shelby T. McCloy, Professor of History, who was on leave without pay the summer and fall quarters, adjustment in salary for the remainder of the year.

Leaves of Absence

Mrs. Alberta Wilson Server, Associate Professor of Romance Languages, granted a sabbatical leave for the academic year, 1947-48, for the purpose of study in a South American country.

Clifford Amyx, Assistant Professor of Art, granted a leave of absence for the Summer Quarter, 1947, in order to complete work on method in art history at the University of California.

Alexander Capurso, Professor of Music and Head of the Department of Music, granted leave of absence for the Summer Quarter, 1947. Dr. Capurso will teach during this period at the University of Kansas.

Robert J. Niess, Associate Professor of Romance Languages, leave of absence for the academic year 1947-48, with the understanding that he return to the University for the academic year 1948-49.

Resignations

James Paul Stoakes, Associate Professor of English, effective July 1, 1947.

Howard K. Trammell, graduate assistant, Department of Zoology, effective April 1, 1947.

Homer W. Stepp, graduate assistant, Department of English, effective April 1, 1947.

Charles G. Boggs, student assistant, Department of Art, effective April 1, 1947.

Paul Barrett, student assistant, Department of Zoology, effective April 1, 1947.

William C. Steele, Instructor in Geography, effective April 1, 1947.

Robert W. Willmott, graduate assistant, Department of Physics, effective April 1, 1947.

Barbara Winters, clerk-stenographer, office of Dean Boyd, effective April 30, 1947.

Mrs. Lillian Terrell, student assistant, Department of Sociology, effective April 1, 1947.

Frances Parsons, secretary, Department of History, effective May 5, 1947.

Jane Lee Forrest, assistant secretary, Department of Chemistry, effective May 24, 1947.

Death

C. R. Melcher, Emeritus Professor of German, March 23, 1947.

College of Agriculture and Home Economics

Appointments

Robert T. Harrison, temporary emergency assistant county agent, Taylor County, effective March 15 to November 30, 1947.

Speed T. Logson, farm teamster, effective April 1, 1947.

Herman E. Crabtree, assistant county agent, Christian County, effective April 1, 1947.

Robert H. Fike, reappointed county agent, Letcher County, effective April 15, 1947.

Julia Brooks Walker, assistant home demonstration agent, Christian County, effective April 1, 1947.

Kathleen Sue Vance, assistant home demonstration agent, Warren County, effective April 1, 1947.

Frances E. Stephenson, field agent in home management, effective February 17, 1947.

Bertha Corbitt McLeod, associate home demonstration agent, Fulton County, effective April 16, 1947.

John L. Rowland, senior assistant county agent, Boyd County, effective April 1, 1947.

Joe A. Ross, assistant county agent, Grayson County, effective April 1, 1947.

Mary Frances Matheny, assistant home demonstration agent, Boone County, effective April 1, 1947.

Ann E. Garrigan, assistant home demonstration agent, Graves County, effective April 1, 1947.

Harold E. Dorman, assistant county agent, Nelson County, effective April 1, 1947.

Jean R. Crutcher, assistant home demonstration agent, Henry County, effective April 1, 1947.

Mary F. Thurman, assistant home demonstration agent, Webster County, effective April 1, 1947.

Marie Current, clerk-stenographer, Home Demonstration Extension Division, effective May 1, 1947.

Leila T. Nichols, assistant home demonstration agent, Mercer County, effective April 16, 1947.

William Stone, assistant county agent, Ohio County, effective April 15, 1947.

Frieda Dunaway, stenographer, Agricultural Extension Division, effective April 21, 1947.

Henry Tudor, farm laborer, effective May 1, 1947.

Buron Jeffrey, emergency farm labor assistant, Calloway County, effective May 1, to June 30, 1947.

Floyd F. Thompson, Jr., assistant county agent in training, Madison County, effective May 15, 1947.

Alton Ross, emergency farm labor assistant, Marshall County, effective May 1 to May 31, 1947.

Thomas F. Duffy, Jr., assistant county agent, Graves County, effective May 1, 1947.

Salary Adjustments - including change in rank.

Amelia B. Mason, home demonstration agent, Hickman County, adjustment in salary, effective April 1, 1947.

William Edward Davis, county agent, Boone County, adjustment in salary, effective April 1, 1947.

Adrian M. Razor, county agent, Rowan County, adjustment in salary, effective April 1, 1947. Mr. Razor has had a change in territory.

Algernon Wesley Rowland, county agent, Muhlenberg County, adjustment in salary, effective April 1, 1947. Mr. Rowland has had a change in territory.

H. A. Laine, formerly Negro County Agent in Jessamine County, and now on a change of occupation basis, given additional duties for a time, in connection with Negro education, progress and viewpoints as they apply to Negro farm families, with adjustment in salary.

Boone Davis Tucker, home demonstration agent, Lincoln County, adjustment in salary, effective May 1, 1947.

Asa Irvin Overall, senior assistant county agent, Scott County, transferred to new territory, with adjustment in salary, effective May 1, 1947.

Bertha Corbitt McLeod, home demonstration agent, Fulton County, adjustment in salary, effective May 1, 1947.

Roberta Verna Halcomb, home demonstration agent, Letcher County, adjustment in salary, effective May 16, 1947.

Grace Weatherly Brown, home demonstration agent, Campbell County, adjustment in salary, effective May 16, 1947.

Resignations

Michael S. Nelson, senior assistant county agent, Georgetown, Kentucky, effective April 23, 1947.

Mrs. Virginia H. Cannon, home demonstration agent, Winchester, Kentucky, effective March 31, 1947.

Ednabelle Byron, stenographer, Department of Farm Labor, Agricultural Extension Division, effective April 12, 1947.

Travis Cummins, laborer, Western Kentucky Substation, effective March 31, 1947.

Cassie M. Hamilton, clerk, Home Demonstration, effective April 23, 1947.

Mary G. West, assistant bacteriologist, Department of Animal Pathology, effective April 12, 1947.

Mrs. Christine B. McCauley, stenographer, Farm Labor, effective April 30, 1947.

Kathryn Byrd Rozell, clerk, Administration, effective April 11, 1947.

E. L. Taylor, assistant veterinarian, Department of Animal Pathology, effective April 26, 1947.

Paul M. Pinney, assistant in Farm Management Studies, effective January 1, 1947.

Mrs. Mary S. Barton, home demonstration agent, Mercer County, effective May 31, 1947.

Helen K. Orrell, Department of Farm Economics, effective May 20, 1947.

Mrs. Opal Mann, home demonstration agent, effective June 13, 1947.

E. B. Lewis, assistant chemist, effective June 14, 1947.

Termination of Military Leave

Wayland Rhoads, field agent in Animal Husbandry, who has been on military leave since December 30, 1940, has decided to stay in the Army. His leave is terminated as of May 1, 1947.

Leave of Absence

D. W. MacLaury, assistant in Poultry Husbandry, granted a year's leave of absence, beginning September 22, 1947, and ending September 1, 1948, and allowed six months of the period as sabbatic leave. Mr. MacLaury plans to complete work on his doctorate.

College of Engineering

Appointments

Catherine Francis, clerk-stenographer, Engineering Experiment Station, on temporary basis, for 1/4 time, effective April 1, 1947.

William E. Waters, reappointed student assistant, part-time, effective April 1, 1947.

Howard G. Stewart, student assistant, part-time, for April, May and June, 1947.

James O. Lewis, graduate assistant, part-time, for April, May and June, 1947.

David M. Hysinger, student assistant, part-time, for April, May and June, 1947.

Walter W. Aton, student assistant, General Engineering, part-time, for April, May and June, 1947.

Harold W. Estill, draftsman, Aeronautical Research Laboratory, part-time, effective March 22, 1947.

William C. Caywood, mechanic, part-time, Aeronautical Research Laboratory, effective April 1, 1947. Mr. Caywood is being transferred from his position as student assistant in Engineering Drawing.

Donald F. Barker, draftsman, part-time, Aeronautical Research Laboratory, effective May 1, 1947.

Paul Henry Schwartz, mechanic, Aeronautical Research Laboratory, effective May 12, 1947.

Salary Adjustments

Mary P. Russell, typist, adjustment in salary, effective April 1, 1947.

Robert Sturgis Dean, mechanic, Aeronautical Research Laboratory, adjustment in salary, effective April 1, 1947.

Barbara S. Warren, part-time clerk-stenographer, adjustment in salary, effective April 1, 1947.

Ralph J. Eschborn, engineer, Aeronautical Research Laboratory, adjustment in salary, effective June 1, 1947.

Resignations

George G. Barnett, graduate assistant, Department of Electrical Engineering, effective April 1, 1947.

William Charles Staley, mechanic, part-time, effective April 1, 1947. Mr. Staley was employed in the Aeronautical Research Laboratory.

Death

T. C. Tucker, under the provisions of the change-of-occupation ruling, on April 3, 1947.

College of Education

Appointments

Louise B. R. Stout, secretary, University School, effective March 21, 1947.

Herbert Sorenson, visiting instructor, Educational Psychology, for the Spring Quarter.

Betsy Roach Hutcheson, secretary. Mrs. Hutcheson resigned April 1, as secretary in the University School. Her reappointment in the College of Education is effective April 14, 1947.

Alma Wathen, assistant secretary, effective May 5, 1947.

Resignations

Mrs. Betsy Roach Hutcheson, secretary, University School, effective April 1, 1947.

Agnes Shreve Spence, secretary, effective April 14, 1947.

Josephine G. King, part-time secretary, effective June 7, 1947.

College of Commerce

Appointments

Kenneth Cameron, reading assistant, for April and May, 1947.

Thomas A. Juett, reading assistant, reappointed for April and May, 1947.

Harry E. Howell, part-time instructor, appointment extended through April, May and June, 1947.

D. C. McMurtry, Jr., part-time instructor, appointment continued through the Spring Quarter, 1947.

Robert J. Mulle, laboratory assistant, reappointed for April, May and June, 1947.

Resignations

Patsy Bonney, part-time assistant, effective April 1, 1947.

Graduate School

Resignation

Louise Murrel Knifely, scholar under the Haggin Fellowship Trust Fund, effective April 1, 1947.

Department of University ExtensionPayment for Work in Correspondence Courses

Payment made to executrix of estate of C. C. Ross.

University LibrarySalary Adjustment

June Everman, clerical assistant, Order Department, adjustment in salary for the month of May, 1947. Miss Everman expects to work half time during that period.

Office of the Dean of WomenAppointments

Mrs. Sears (Mary S.) Moss, housemother, effective April 1, 1947. Mrs. Moss replaces Mrs. Mable M. Paddison.

Mrs. Florence V. Doud, housemother, effective April 1, 1947. Mrs. Doud replaces Mrs. Lillian Tatum.

Mrs. Emily White, housekeeper, Residence Halls for Women, effective May 1, 1947. Mrs. White replaces Miss Charleen Burris, resigned.

Resignations

Mrs. Mable N. Paddison, housemother, effective March 31, 1947.

Mrs. Lillian Tatum, housemother, effective March 31, 1947.

Charleen Burrus, dietician, effective April 30, 1947.

Office of the Dean of MenAppointments

Mrs. Nell Reid, housemother, Kappa Alpha fraternity, effective April 1, 1947.

Mrs. Clara D. Lynn, housemother, Sigma Chi fraternity, effective April 1, 1947.

Resignations

Mrs. Emma Davis, housemother, April 1, 1947.

Mrs. Grace Pride, housemother, effective April 1, 1947.

Mrs. Trapnell Jones, housemother, effective May 1, 1947.

Mrs. Bessie Franklin, housemother, effective April 1, 1947.

University Health ServiceAppointments

June Griffith, registered nurse in the Infirmary, effective March 17, 1947.

Juanita Peel, registered nurse in the Infirmary, effective May 1, 1947.

Office of the RegistrarAppointment

Mary Page Milton, recorder, effective May 16, 1947. Miss Milton succeeds Miss Jessie Wilson, deceased.

Department of Public RelationsResignation

James Dance, sports editor, part-time, effective April 1, 1947.

Radio StudiosAppointment

Karl McCready, transmitter engineer, effective April 1, 1947.

Resignation

Robert L. Westerfield, transmitter engineer, effective April 1, 1947.

Comptroller's OfficeAppointment

Virginia M. Threlkeld, stenographer, effective April 15, 1947.

Maintenance and OperationsAppointments

Charles Edward Baierlein, assistant foreman, effective April 14, 1947.

Patricia G. Booher, clerk-stenographer, effective April 7, 1947.

E. C. Stocker, mechanic, effective April 1, 1947.

Salary Adjustment

James McDonald Bonta, bookkeeper, adjustment in salary, effective April 1, 1947.

The Kentucky KernelAppointments

Jim Wood, managing editor, for nine months, effective April 15, 1947.

John Wesley Sorrell, Jr., Managing Editor, for nine months, effective May 12, 1947.

Resignations

Catherine C. Goman, managing editor, effective April 15, 1947.

Jim Wood, managing editor, effective May 12, 1947. Mr. Wood served from April 15, 1947.

Student Union BuildingResignation

Blanche Hyden, hostess, effective April 6, 1947.

On motion duly made, seconded and carried, on President Donovan's recommendation, the above appointments, reappointments, salary adjustments, leaves of absence, resignations, promotions and other staff changes were concurred in and record ordered made in the minutes.

A-3. Adjournment.

Upon motion duly made, seconded and carried, the meeting of the Executive Committee was adjourned at 3:15 p.m.

Frank D. Peterson
Secretary, Board of Trustees
and Executive Committee