1.8.2  KCTCS Systemwide Committees

1.8.2.1  KCTCS Senate Advisory Committees

1.8.2.1.1  KCTCS Senate Advisory Committee on Promotion (KCTCS Senate ACP)

The KCTCS Senate ACP is established for the purpose of providing the Kentucky Community and Technical College System President and the Chancellor with a systematic and broad base of advisement from both faculty and administration on matters of appointment, promotion, and tenure (where applicable). The primary responsibility of the committee is to advise the Kentucky Community and Technical College System President and the Chancellor concerning the appointment and promotion of faculty to the ranks of Associate Professor and Professor in KCTCS colleges and the granting of tenure.

The KCTCS Senate Advisory Committee on Promotion (ACP) shall consist of one member and one alternate from each college who hold the rank of Associate Professor or Professor appointed by the KCTCS President from recommendations made for each college by the KCTCS Senate Council. A minimum of five members shall review each file. A vacancy for an un-expired term shall be filled in the same manner.

In the initial appointment, eight (8) members and eight (8) alternates will be appointed for two-year terms; eight (8) members and eight (8) alternates will be appointed for a one-year term. Thereafter, members will be appointed for two-year terms.

The committee shall make promotion recommendations to the KCTCS President (with the committee vote and signature of each member in attendance). The committee shall give in writing the reason(s) for a negative recommendation.

1.8.2.1.2  KCTCS Senate Advisory Committee on Appeals (KCTCS Senate ACA)

The KCTCS Senate ACA shall consist of seven members (5 members and 2 alternates). The KCTCS President shall appoint the members from recommendations made by each college by their respective KCTCS Council member. In the initial appointments, four (4) members shall be appointed for two-year terms; and three (3) members shall be appointed for one-year terms. Thereafter, members shall be appointed for two-year terms.

The committee shall decide whether to hear the appeal.

The committee shall use a formal appeal hearing format developed by the committee.

Faculty denied promotion have 30 days from receipt of the final letter from the college president denying promotion to file an appeal.
The basis for all appeals shall be inadequate consideration and/or incomplete procedure.

The appeal shall be addressed to the Chancellor in writing and state/explain the factual basis for the claims of inadequate consideration and/or incomplete procedure.

### 1.8.2.2 Residency Review Committee – All KCTCS Colleges

A Residency Review Committee shall be established at each college in the Kentucky Community and Technical College System in accordance with the Council on Postsecondary Education's Residency Policy and 13 KAR 2:045. The Residency Review Committee at each institution shall consider appeals of residency determination by the residency appeals officer. The Residency Review Committee at each KCTCS institution shall be appointed by and report to the president of the institution. The Committee shall be comprised of six (6) faculty and/or staff members and two (2) students. The Chairperson shall be designated by the president. The faculty and/or staff members normally shall have staggered three (3)-year appointments; the student members shall have one (1)-year appointments. Each Residency Review Committee shall have authority to adopt bylaws, establish procedural rules, and schedule meetings. A quorum shall consist of five (5) members and a majority of the quorum shall be necessary for Committee action. At each institution the residency appeals officer shall provide professional and secretarial support for the Residency Review Committee, including, but not limited to, recording and preserving the minutes of Committee meetings, processing applications on appeal, and presenting applications at Committee meetings. The Kentucky Community and Technical College System Legal Counsel shall advise each Residency Review Committee on legal matters, including but not limited to interpretation of Council guidelines; procedural questions; and applicable laws, cases, and procedures. The Residency Review Committee at each institution shall submit an annual report to the president of the college.

Application for change of residency classification by a student enrolled in a KCTCS college shall be made in writing to the institution's residency appeals officer for initial consideration. The decision of the residency appeals officer, if adverse to the applicant, may be appealed within fourteen (14) days of notification to the institution's Residency Review Committee.

The Residency Review Committee shall make a determination of student residency status and notify the student within forty-five (45) days after receipt of the student appeal.

If the applicant considers the decision by the Committee to be unsatisfactory, the applicant may request a formal hearing in writing to the Chancellor within fourteen (14) calendar days after notification.
The Chancellor has been authorized by KCTCS to appoint a hearing officer within ten (10) days of receipt of the written request for a formal hearing. Formal hearing procedures shall be followed as established in Board of Regent’s Policy 6.3 Kentucky Community and Technical College System (KCTCS) Formal Hearing Procedures for the Determination of Residency Status Pursuant to 13 KAR 2:2045, Section 17.

1.8.2.3 KCTCS Distance Learning Committee

The responsibility of the System Distance Learning Committee is to advise the President of the Kentucky Community and Technical College System and staff of the President of the Kentucky Community and Technical College System on issues relating to compressed video and on-line delivery. The Committee is charged with the responsibility for making a decision on requests, as appropriate, for individual credit courses and new degree programs for extended-campus delivery, together with their proposed schedule. The Committee is further charged with making recommendations for distance learning policies and procedures.

An Advisory Panel of users and potential users of the system will meet at least once annually with the standing committee to provide advice on issues that emerge or that are potential concerns.

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