



MEMORANDUM

To: Deans

From: Kumble Subbaswamy 
Provost

Heidi M. Anderson 
Associate Provost for Faculty Affairs

Subject: Information Concerning New Faculty

Date: August 18, 2009

As we begin a new academic year, it is important that new faculty receive a thorough orientation to the University's rules and regulations. Please ensure that this memo is shared with all new faculty within your College.

Information for Prospective and New Faculty

1. Within one month of the beginning of a faculty member's employment, the following University documents and their locations, shall be shared with them:
 - a. the *Governing Regulations and Administrative Regulations*; especially sections dealing with appointment, promotion and tenure AR 2:1;
 - b. the *Rules of the University Senate*, in particular the Code of Faculty Responsibilities (Section 7.0);
 - c. the rules and procedures of his/her college;
 - d. the rules and procedures of his/her department or division;
 - e. his/her standard personnel file; and
 - f. the *Student Rights and Responsibilities*.

Please ask department chairs and/or directors to provide access to these documents as new faculty request them.

2. In addition, please alert faculty that this memo and other faculty information about criteria for academic ranks, performance evaluation, promotion and tenure regulations are available online at http://www.uky.edu/Provost/APFA/Tenure_Promotion/. Other sections of the website offers information about becoming familiar with the university, the community, career development sessions, resources for new faculty, as well as a directory of other new faculty.

Faculty Standard Personnel File

In compliance with our university administrative regulation (AR 2:1-1 Section VI.F), any faculty member in a professorial title series or equivalent series, or lecturer series has one official Standard Personnel File. This file contains the faculty person's Notice of Academic Appointment and Assignment contract, transcript, curriculum vita and other work-related

materials (i.e., distribution of effort, evaluation reports). Since thorough documentation is required when faculty are considered for reappointment, promotion and tenure; these materials will suffice for these purposes. Maintaining an up-to-date file is the joint responsibility of the faculty member and unit administrator. Note this file shall always be available for inspection by a faculty member upon their request to the unit administrator.

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cc: Lee T. Todd, Jr.