

POLICIES AND PROCEDURES ON APPOINTMENT, PROMOTION, GRANTING OF  
TENURE, AND TERMINATION OF APPOINTMENT APPLICABLE TO FACULTY IN  
THE UNIVERSITY OF KENTUCKY COMMUNITY COLLEGE SYSTEM

The University of Kentucky Community College System and its program can be no greater than the quality and performance of its faculty. The following procedures and criteria offer minimum standards and requirements that should be exceeded in most, if not all, cases. These have been developed solely for the purpose of improving the comprehensive community college program by continually upgrading the quality and performance of the faculty.

In conducting procedures for appointment, promotion, granting of tenure, and termination of appointment affecting faculty not assigned to a division, the dean for academic affairs shall handle those procedural steps which are assigned to a division chairperson throughout this administrative regulation.

#### I. Academic Ranks

Academic ranks in the Community College System shall include Instructor in the Community College System, Assistant Professor in the Community College System, Associate Professor in the Community College System, Professor in the Community College System, and other ranks that are equivalent to these recognized ranks. Hereafter in this administrative regulation these ranks for the Community College System are referred to in abbreviated form as Instructor, Assistant Professor, Associate Professor, and Professor.

The academic ranks of assistant professor, associate professor, and professor or their equivalent in the University System also may be used for community college faculty with equivalent criteria. For faculty members in the regular title series, procedures for appointment, promotion, granting of tenure, and termination of appointment as defined for faculty in the University System shall apply.

#### II. Appointments

All recommendations for appointment to the Community College System faculty must be supported by a file containing a complete vita of the candidate and letters of recommendation from at least three qualified persons outside the Community College System. All recommendations for appointment to the Community College System faculty and staff must originate with the appropriate administrative officer after due consultation with at least the appropriate tenured faculty members where possible. Established criteria shall form the basis for judgment at all steps of the appointment process.

The precise terms and conditions concerning each appointment shall be stated in writing on an official appointment record.

A. Instructors and Assistant Professors

The presidents of the community colleges are delegated authority to make appointments, reappointments, and terminal reappointments to the ranks of instructor and assistant professor without reference to the Community College System Advisory Committee on Appointment, Promotion, and Tenure. These actions are reported by the president to the Chancellor for the Community College System.

B. Associate Professors and Professors

Recommendations for appointment to the ranks of associate professor or professor, with or without tenure, must be forwarded to the Community College System Advisory Committee on Appointment, Promotion, and Tenure through the Chancellor for the Community College System. The Advisory Committee will make its recommendation back to the Chancellor for the Community College System, who will add a recommendation and forward the complete file to the President of the Kentucky Community and Technical College System. The President's recommendation will be given final action by the Board of Regents of the Kentucky Community and Technical College System.

C. Visiting Professors

The designation "visiting" before an academic title indicates that the holder of the title has a limited temporary appointment for an academic year, semester, or summer term. The visiting title used should be appropriate to the appointee's home base position, i.e., visiting professor, visiting associate professor, visiting assistant professor, or visiting instructor. Where professorial rank or title does not appear to be suitable, the title "visiting lecturer" should be used. A visiting appointment may be full-time or part-time, salaried or unsalaried. The appointment is by definition a temporary one and the visitor is not eligible for staff benefits, except that those with salaried full-time appointments are eligible for Blue Cross-Blue Shield coverage. The visiting title does not include eligibility for membership in the Senate of the Community College System. Membership, with or without voting privileges, may be extended to a visiting appointee by the faculties of the community college and the division to which the appointee is assigned.

D. Part-Time Faculty

Occasionally, a person who otherwise would be a voluntary faculty member can give a substantial fraction of time to a college and that college may need and desire the individual's extensive participation in its program. In such cases, the individual may be paid a salary and be classified as a part-time faculty member. Part-time faculty are not eligible for the usual staff benefits nor for membership in the Senate of the Community College System. Membership, with or without voting privileges, may be extended to a part-time faculty member by the faculties of the community college and the division to which the individual is assigned.

#### E. Emeritus Professors

Upon retirement, tenured faculty members will retain their titles with the designation "emeritus".

Personnel with emeritus status are entitled to the following rights and privileges: to be included in faculty lists in University and Community College System bulletins and, upon request, to be provided mailboxes by their college; to be assigned office and/or laboratory space and furnished supplies for creative work (upon request, and subject to their availability and to the approval of the concerned academic unit); to have faculty library privileges; to be eligible to apply for Research Committee grants and publication subsidies; to receive University identification cards; to attend, without voting privileges, meetings of the Community College Senate; to participate, upon invitation, as a non-voting member of a division or college faculty; to hold membership in the University of Kentucky Federal Credit Union; to use University recreation facilities upon presentation of suitable identification; to purchase athletic tickets with previous priority status; to make purchases at the University Book Store at employee discount rates; to participate in academic processions; to be appointed to represent the University and the Community College System at academic ceremonies at other institutions; to receive notices of University and Community College events; and to take part generally with the faculties in all social and ceremonial functions of the University and the Community College System.

#### F. Voluntary Faculty

Voluntary faculty members are those who have an official faculty appointment in a college for which no stipend or salary is received and who devote only a part of their time to a program. Usually such faculty members are engaged in private practice or business, but they may hold full-time positions with other institutions and agencies. Voluntary faculty are not eligible for tenure, for usual benefits available to full-time faculty, or for membership in the Senate of the Community College System. Faculty membership, with or without voting privileges, may be extended by an education unit to one of its voluntary faculty.

### III. Promotions

The president, after consultation with the division chairperson, is responsible for initiating the promotion process by inviting a faculty member to prepare a vita and appropriate supporting materials. With the assistance of the faculty member and the division chairperson, the president is responsible for gathering documentary materials and submitting the promotion file. The president has the responsibility for insuring that each promotion file is complete and contains the advice of the division chairperson and also the individual written opinions of the tenured faculty members of the appropriate division. Each president shall appoint a college advisory committee to advise the president, as requested, on recommendations to appoint or promote.

#### A. Promotions from Instructor to Assistant Professor

The president of the college has been delegated authority to approve or disapprove promotions from instructor to assistant professor. An approved action will be communicated through the Chancellor for the Community College System to the President of the Kentucky Community and Technical College System who will report it to the Board of Regents of the Kentucky Community and Technical College System. In case of disapproval of such a promotion, the president of the college will inform the faculty member in writing and also notify the division chairperson.

#### B. Promotions to Associate Professor or Professor

Proposals for promotion to associate professor or professor initially will follow the process described in the introductory paragraph of Section III. In each case, the president of the college will either approve the proposal and forward an affirmative recommendation to the Chancellor for the Community College System or disapprove and stop the proposal and then inform the faculty member in writing and also notify the division chairperson. If the Chancellor receives the promotion file containing the president's recommendation, the Chancellor will obtain a related recommendation from the Community College System Advisory Committee on Appointment, Promotion, and Tenure and then will either approve the proposal and forward an affirmative recommendation to the President of the Kentucky Community and Technical College System or disapprove and stop the proposal and notify the president of the college. If the President of the Kentucky Community and Technical College System receives the Chancellor's recommendation, the President of the Kentucky Community and Technical College System will either approve the proposal for promotion and make an affirmative recommendation to the Board of Regents for final action or disapprove and stop the proposal and inform the Chancellor who, in turn, will notify the president of the college of such action. In a case where the Board of Regents takes final action, the President of the Kentucky Community and Technical College System and the Chancellor, will inform the president of the college about the Board's action. The president, in turn, will notify the faculty member in writing and also inform the division chairperson.

#### C. Failure to Support Administrative Action for Promotion

Whenever a recommendation to promote is disapproved by the Chancellor for the Community College System or the President of the Kentucky Community and Technical College System, this fact must be reported back to the president of the college with supporting reasons, and an opportunity provided for a thorough discussion among the concerned parties. The president of the college will initiate the discussion with the faculty member; the division chairperson may be included in such a discussion at the request of the president or the faculty member. Any related appeals through administrative channels and/or the Community College System Senate Advisory Committee on Privilege and Tenure must be initiated in writing by the faculty member within 60 days after being notified in writing by the president of the college of the disapproval of a recommendation to promote.

#### D. Review Periods

An individual shall not remain as an instructor in the Community College System for more than three years. If after that period promotion to a higher rank cannot be justified, the individual's appointment at the University shall not be renewed. Non-tenured appointments at the assistant professor or associate professor level shall not exceed seven years unless one of the following provisions applies: AR II-1.1-12 (Family Medical Leave); GR X.C.7. (leave for duration of an election or term of office); GR X.C.5.d. (educational leave); or for other leaves of absence where the University, in granting the leave, and the individual, in accepting it, agree that time spent on the leave of absence shall not count as probationary period service. Reviews shall follow the usual procedures for promotion and must be completed in time for the individual to be notified of the result in accordance with the Governing Regulations (Part X.B.4). Assistant professors must either be promoted at the end of the probationary period or shall not have their appointments renewed.

#### IV. Tenure in the Community College System

Tenure for faculty of the University of Kentucky Community College System when granted by the Board of Regents in accordance with the Governing Regulations shall be in the Community College System and not at the individual educational unit of the Community College System.

##### A. Types of Appointment

Full-time appointments shall be of three kinds: (1) non-tenured appointments, (2) tenured appointments, and (3) post-retirement appointments.

##### B. Appointment Records

The precise terms and conditions covering each appointment shall be stated in writing on an official appointment record. Notice of reappointment shall be in the possession of the appropriate administrative officials and the appointee at least three months before the renewed appointment begins when possible, or at the earliest date feasible in view of budget considerations.

##### C. Review Periods

Full-time non-tenured appointments may be for one year or for other stated periods, subject to renewal, but the total non-tenured or probationary period shall not exceed seven years, including previous full-time service with the rank of instructor or higher in other institutions of higher learning. A faculty member with more than three years in the academic profession, who is called from another institution and appointed at the rank of associate professor or below, may be required to serve in a probationary status for a period not to exceed four years, even though the individual's total probationary period in the academic profession is extended beyond seven years. However, in any case where a period of prior service of a faculty member involves significantly different institutional objectives or significantly different

professional activity, all or part of the period of prior service may be eliminated from consideration in determining the non-tenured period at the University of Kentucky. Except as provided in Part X.C.7 of the Governing Regulations, time spent on leave of absence shall count as probationary period service unless the Community College System in granting the leave and the individual in accepting it agree to the contrary. Individuals initially appointed at the rank of full professor may be given non-tenured status for a period not to exceed one year.

The ending date of the probationary period in a non-tenured appointment shall be set prior to signing the initial Notice of Appointment and Assignment Form and shall not exceed seven years from the date of initial appointment. Previous full time service with the rank of instructor or higher at another institution of higher learning shall not be counted as part of the probationary period. A non-tenure period of less than seven years may be negotiated between the appointee and the president of the community college prior to initial appointment.

Following appropriate review periods not exceeding in duration those described above, all persons of associate professor or higher rank shall be given tenure or shall not have their appointments renewed; all persons of assistant professor rank shall be promoted to associate professor with tenure or shall not have their appointments renewed. Established appointment, promotion, and review procedures shall be followed in making these decisions.

A tenured associate professor concerning whom a recommendation for promotion has not been forthcoming for six years must be considered for promotion, and a recommendation by the president, either affirmative or negative, shall be made to the Chancellor for the Community College System during the seventh year. If the recommendation of the president is negative, the Chancellor will advise the concerned faculty member of this decision to not recommend promotion and will give the faculty member an opportunity to submit a promotion file to the Community College System Advisory Committee on Appointment, Promotion, and Tenure for evaluation. Within thirty days of notification by the Chancellor, the concerned individual shall reply in writing to the Chancellor either accepting or declining this opportunity for an evaluation of the individual's file by the Advisory Committee on Appointment, Promotion, and Tenure. In the case of acceptance, the Advisory Committee will review and evaluate the file and recommend to the Chancellor in the usual manner. In case of declination, the provision of another opportunity for consideration of the individual's promotion by the Advisory Committee shall not be mandatory until six more years have passed.

#### D. Notification of Non-Renewal of Appointment: Non-Tenured Appointments

Part-time, visiting, or temporary short-term appointments with explicit terminal dates of one academic year or less terminate at the expiration of the term without notice. For those employed year-to-year on a fiscal or academic year basis, notification of non-renewal of appointment at the end of the first year of service shall be given not later than March 1 if the appointment expires at the end of that year or three months in advance if the one-year appointment terminates during the academic year. Notification of non-renewal of appointment at the end of the second year of service shall be given no later than December 15 if the appointment

expires at the end of the year or six months in advance if the appointment expires during the year. Notification of non-renewal of appointment after more than two years of service shall be given at least twelve months before expiration of the appointment.

In cases where a division chairperson's advice for reappointment for a specific term is rejected by the president and a terminal reappointment is offered instead, the following procedure will be employed. If the tenured members of the division faculty and the division chairperson reaffirm their advice and so request by majority vote, the Chancellor for the Community College System will refer the matter to the Community College System Advisory Committee for Appointment, Promotion, and Tenure (or an ad hoc advisory committee especially formed for the purpose). The committee in its deliberation will address itself to the potential of the individual as a faculty member in a comprehensive community college and the likelihood of an eventual tenured appointment, and will submit a written recommendation to the Chancellor. After considering the committee's report, the Chancellor will make a recommendation to the President of the Kentucky Community and Technical College System whose decision will be final.

It is University policy not to provide written reasons in cases of non-renewal of appointment. However, in any such case upon the faculty member's request, the president of the college may meet with the faculty member and discuss informally the circumstances surrounding the non-renewal. If the faculty member is not satisfied with this conference, the faculty member may further request a related conference with the Chancellor for the Community College System. Any related appeals through administrative channels and/or the Community College System Senate Advisory Committee on Privilege and Tenure must be initiated in writing by the faculty member within 60 days after being notified in writing by the president about non-renewal of appointment.

#### E. Termination of Appointment

##### 1. Reasons for Termination

Except in cases of financial emergency, the termination of a tenured appointment or the dismissal of a person prior to the expiration of a non-tenured appointment shall, in accordance with KRS 164.230, be only for reasons of incompetence, neglect of or refusal to perform duties, or for immoral conduct.

In the instance of termination because of a financial emergency, the faculty member may have the issues reviewed by the Advisory Committee on Privilege and Tenure of the Senate of the Community College System with the right of appeal to the President of the Kentucky Community and Technical College System and the Board of Regents of the Kentucky Community and Technical College System. The faculty member shall be given notice as soon as possible and never less than twelve months' notice. The released member's place shall not be filled by a replacement within a period of two years, unless the released faculty member has been offered reappointment and a reasonable time within which to accept or decline it.

## 2. Procedures

Dismissal of a faculty member with continuous tenure or of a non-tenured member before the end of a specified term of appointment shall be preceded by discussions between the faculty member and an appropriate administrative officer or officers looking toward a mutual settlement. In the event of failure to arrive at an agreed upon settlement, the Chancellor for the Community College System shall be responsible for the preparation of a reasonably particularized statement of charges which shall be furnished to the faculty member and the Advisory Committee on Privilege and Tenure of the Senate of the Community College System. The committee shall make an informal investigation for the purpose of attempting to effect an adjustment and, in the case of failure, to recommend to the President of the Kentucky Community and Technical College System whether, in its opinion, dismissal proceedings should be undertaken. Its opinion shall not be binding upon the President of the Kentucky Community and Technical College System.

If the President of the Kentucky Community and Technical College System initiates dismissal proceedings, the individual concerned shall have the right to be heard initially by the Hearing Committee (Privilege and Tenure) of the Senate of the Community College System.

The faculty member shall be informed in writing by the President of the Kentucky Community and Technical College System regarding specific charges at least twenty days prior to the hearing. At least seven days prior to the hearing, the faculty member must answer the charges in writing. The faculty member may waive the hearing. If the faculty member waives the hearing but denies the charges or asserts that the charges do not support a finding of adequate cause, the hearing tribunal shall evaluate all available evidence and rest its recommendation upon the evidence in the record.

The committee, in consultation with the President of the Kentucky Community and Technical College System and the faculty member, will exercise its judgment as to whether the hearing should be public or private. During the proceedings the faculty member will be permitted to have an academic adviser and counsel of personal choice. At the request of either party or the hearing committee, a representative of a responsible educational organization shall be permitted to attend the proceedings as an observer. A full stenographic record of the hearing or hearings will be taken and made available to the parties concerned. The burden of proof that adequate cause exists rests with the institution, and shall be satisfied only by clear and convincing evidence in the record considered as a whole. If the faculty member's competence is in question, the testimony should include that of qualified faculty members from the institution or Community College System and may include that of qualified faculty members from comparable institutions of higher education.

Upon the conclusion of the hearing, the committee shall report to the President of the Kentucky Community and Technical College System that adequate cause for dismissal has

or has not been established by the evidence in the record. It may, in addition, recommend that, although adequate cause for dismissal has been established, an academic penalty less than dismissal would be more appropriate, giving supporting reasons for the recommendation. If the President of the Kentucky Community and Technical College System rejects the report, the President shall provide reasons in writing to the committee and to the faculty member and provide an opportunity for response before transmitting the case to the Board of Trustees.

A decision adverse to the faculty member may be made only after an opportunity has been given for an additional hearing before the Board of Trustees as required by KRS 164.230. The Board will either sustain the recommendation of the committee and the President of the Kentucky Community and Technical College System or return the proceedings to the President and the committee with specific objections. The committee will then reconsider, taking into account the stated objections and receiving new evidence if necessary. The Board of Trustees will make the final decision after a study of the committee's reconsideration.

### 3. Suspensions

Until the final decision upon termination of an appointment has been reached, the faculty member will be suspended, or assigned to other duties in lieu of suspension, only if immediate harm to the faculty member or others is threatened by the faculty member's continuance. Before suspending a faculty member, pending an ultimate determination of that individual's status through the hearing procedures, the President of the Kentucky Community and Technical College System will consult with the Advisory Committee on Privilege and Tenure of the Senate of the Community College System. Salary will continue during the period of suspension.

#### F. Academic Freedom of Non-Tenured Faculty

If faculty members on non-tenured appointments or faculty members on post-retirement appointments allege that decisions not to reappoint them were caused by considerations violative of academic freedom, they must present their allegations in writing to the Advisory Committee on Privilege and Tenure of the Senate of the Community College System within 60 days after being notified in writing by the president of the decisions not to reappoint. Allegations so presented shall be given preliminary considerations by the Advisory Committee on Privilege and Tenure, which shall seek to settle the matter by informal methods. The faculty members' statements of allegations shall be accompanied by statements that they agree to the presentation, for the consideration of the committee, of such reasons and evidence as the Community College System may allege in support of its decisions. If the difficulty is unresolved at this stage and if the committee so recommends, the procedures set forth in Section E.2 shall be applied, except that the faculty members making the complaints are responsible for stating the grounds upon which they base their allegations, and the burden of proof shall rest upon them. If prima facie cases are established via these procedures in favor of the faculty members, it becomes incumbent upon the persons who made the decisions not to reappoint to come forward with evidence in support of those decisions.

#### G. Resignation

Notice of resignation should be given early enough to obviate serious inconvenience to the Community College System. If faculty members desire to terminate existing appointments or to decline renewals in the absence of notices of non-renewal, they shall give written notice of not less than three months if their rank is instructor or assistant professor, and not less than four months if their rank is higher, before the end of their duties during an academic year (exclusive of a summer session) or thirty days after receiving notification of the terms of their appointments for the coming year, whichever date occurs later. However, they may properly request a waiver of this requirement in cases of hardship or in situations where they would otherwise be denied substantial professional advancement.

#### H. Administrative Personnel

Administrative personnel who hold academic rank are subject to the foregoing regulations in their capacity as faculty members. Where administrators allege that considerations violative of academic freedom significantly contributed to decisions to terminate their appointments to administrative posts or not to reappoint them, they shall be entitled to the same procedures as those for non-tenured faculty who have alleged violation of academic freedom.

#### I. Opportunities for Hearings

In no case shall a member of the academic staff who is not otherwise protected by the preceding regulations which relate to dismissal proceedings be dismissed (termination before the end of a period of appointment) without having been provided with a statement of reasons and an opportunity to be heard before the Advisory Committee on Privilege and Tenure of the Senate of the Community College System.

A member of such an academic staff who establishes a prima facie case to the satisfaction of the Advisory Committee on Privilege and Tenure of the Senate of the Community College System that a consideration violative of academic freedom significantly contributed to the member's non-reappointment shall be given a statement of reasons by those responsible for the non-reappointment and an opportunity to be heard by the committee.

#### J. Change of Assignment

When it is to the best interests of the institution, and if the professional status of an individual is not seriously jeopardized thereby, a change in the duties assigned to an individual may be made without such a change of assignment being regarded as a violation of the individual's privilege or tenure rights.

## V. Criteria for Evaluation of Faculty for Appointment and Promotion

### A. Areas of Activity

Four areas of activity are important in the evaluation of faculty for appointment and promotion: (1) teaching performance; (2) student guidance-advisory activities; (3) continuing education and community service as related to the program of the college; and (4) professional activities, educational leadership, and service.

Since all appointments and promotions will be made on the basis of merit, a detailed statement on each of these areas will serve as a guide to review committees evaluating the expectations and accomplishments of a faculty member.

#### 1. Teaching Performance

The primary function of a faculty member in a community college is to provide instruction of superior quality. Markedly superior teaching is recognized as a distinct value and must be used as evidence for appointment and promotion of faculty. Objective evidence of the quality of teaching must be obtained and considered. Such evidence should consist of reports by colleagues, evaluation by students, and, if available, evaluation by graduates of the college. Evidence of superior teaching also can be demonstrated by competence in the following:

a. Course objectives should be clearly defined. The relationship to prerequisites and courses which follow should be well conceived, and the relationship of the course to the field of study in general should be articulated.

b. The organization of the course should be in the form of an outline and assignments which reflect a logical and imaginative approach to the subject.

c. The content should be kept up to date and should be consistent with the level at which the course is offered in the curriculum. A faculty member should establish the proper level of instruction in the course. The capacity and background of the students are not irrelevant in this regard, but the objectives of the course and its usefulness in preparing students for more advanced work should not be compromised. The level of instruction should not make undue concessions to the limitations of students but should not be so advanced that by not being comprehended the course fails to fulfill its purpose.

d. The faculty member should be aware of and, where appropriate, use newer educational media in teaching.

e. The faculty member should teach in such a manner that the students work to the level of their abilities, i.e., enrichment of opportunity for students to achieve at significantly different levels.

f. The faculty member should be skillful in evaluating the effectiveness of one's teaching. The faculty member also should have the ability to devise and use valid instruments for evaluation which are pertinent to the learning experiences provided by the course.

g. The faculty member should be effective in presentation and interpretation of subject matter. Effective techniques of instruction vary with individuals but certain standards of performance have general applicability.

(1) The faculty member should be poised and always in command of one's self and one's classroom situation.

(2) The faculty member's presentations should always be organized in a manner conducive to learning and should always reflect thorough preparation.

(3) The faculty member's manner of presentation and substance of presentation should hold the attention and interest of students.

(4) The faculty member should establish with the class a rapport that is conducive to sustained and enthusiastic pursuit of the subject.

(5) The faculty member should gain the respect of students for knowledge of the subject and ability to communicate and stimulate interest in the subject.

(6) The faculty member should establish a reputation as a teacher who is fair and thorough in evaluation and as a person who is interested in the progress of students.

h. The faculty member should carry an appropriate share of the total instructional load of a division in a community college and should contribute to the maintenance of a vigorous tone in the division's instructional program.

(1) There is a quantitative, as well as a qualitative, dimension to instruction. Consideration should be given to a person who teaches a variety of courses, or to the faculty member who can teach effectively a large number of students.

(2) The tone of an instructional program is obviously an intangible property. A poor tone, however, is easy to discern; disinterested students, lack of rapport between the faculty member and students, and casual presentations in class are some of the more apparent characteristics. A most telling indication of "tone" is an atmosphere in which the student feels that the instructor and the student are working together on the problem as contrasted to an atmosphere in which there is a cold war between the two parties. As it is difficult to measure the contribution of each faculty member to a division, each individual must be evaluated, in part, by the general tone which prevails.

(3) The faculty member should have the respect of colleagues as a teacher.

## 2. Student Guidance-Advising Activities

The community colleges strive to project a student-centered image by emphasizing as one of their functions the comprehensive attempt to meet the needs of students who vary widely in academic potential and academic interest. Academic advising is probably a more important function in the community colleges than in four-year institutions due to the heterogeneity of the student body, the variety and complexity of decisions which the students must make, and the need for developmental programs to prepare students for entering two-year programs.

a. Faculty members in community colleges must be concerned with the opportunities to serve as advisers to students. For effective contributions as a student adviser the faculty member should: (1) demonstrate an interest in counseling or working with students as an adviser; (2) demonstrate the ability to deal effectively with students in a one-to-one relationship; (3) demonstrate a willingness to learn the fundamentals of advisory responsibility; (4) have the knowledge and ability to refer students to other resource persons in finding solutions to specific problems; and (5) develop a rapport with students which causes them to seek counsel and advisement.

b. Faculty members in community colleges have responsibility for extending the teacher-student relationship beyond the classroom in a way that is conducive to the maturing of the intellect and emotions of the student. This responsibility involves more than formal advising.

## 3. Continuing Education and Community Service as Related to the Program of the College

The community colleges have responsibility for service across the broad spectrum of the community to meet those needs not met by formal degree programs. All faculty members in a community college share this responsibility, and it is recognized that while the specific roles and responsibilities of individual faculty members in this area will vary, continuing education and/or community service will be reflected in the overall responsibility and evaluation of a faculty member's contribution to the college.

Continuing education and community service as extensions of the faculty member's role as a teacher in a community college might include planning or directing such activities as: (1) short non-credit courses, (2) forums and community meetings, (3) concerts and lectures, (4) exhibits, (5) recreational activities, and (6) professional assistance. (See AR II-5.0-3)

#### 4. Professional Activities, Educational Leadership, and Service

The demonstration and evaluation of the professional activities, educational leadership, and service of a faculty member shall be based upon evidence of: professional growth and development in areas of primary assignment; effective participation in activities appropriate to the formation of educational policy and faculty organization; effective performance of administrative duties where applicable; recognition of educational leadership; and appropriate support of and participation in student activities, including sponsorship of student organizations.

##### B. Balance of Intellectual Attainment

A major consideration in any appointment or promotion which carries tenure must be superior achievement in the various activities discussed in the preceding paragraphs. While the proportion of these activities may vary in terms of the individual's assignments and specialty, it must be recognized that superior intellectual attainment is evidenced by both the quality of the individual's teaching and the quality of the individual's community service, student guidance-advising, and professional activities. Ideally, individuals selected for the tenure ranks should demonstrate superiority in all of the major criteria discussed here, and while special circumstances may cause the weight of emphasis to vary on each, care must be taken to insure that outstanding performance in a single activity does not obliterate the other factors that should be considered in evaluating superior achievement.

##### C. General Criteria for Ranks

Although it would be impossible to specify the exact criteria for judging an appointment or promotion to any one particular rank, a few general statements are made as guides to review committees.

##### 1. Instructor in the Community College System

The title Instructor in the Community College System designates a person whose services are contracted primarily for teaching, advising, and community service. The individual should have an understanding of and a belief in the purposes of a community college.

In the pre-baccalaureate program, it is expected that the individual shall have at least a master's degree in the subject area in which the individual will teach.

In technical programs where an academic degree is not available, two years of occupational experience, professional preparation in the field, or registration or certification by a recognized agency may be presented in lieu of educational attainment. In technical programs where an academic degree is available, it is expected that the individual shall have at least a bachelor's and preferably a master's degree where appropriate.

##### 2. Assistant Professor in the Community College System

Appointment or promotion to the rank of Assistant Professor in the Community College System will be made when it has been determined by colleagues, the division chairperson, and the president that the individual has a current capability for good teaching, good student relations, and community college service and that the individual has demonstrated a genuine concern in fulfilling the purposes of a community college.

The evaluation of the individual's performance should be determined by the use of current objective evaluative instruments.

### 3. Associate Professor in the Community College System

The promotion to Associate Professor in the Community College System will be made only after an indication of continuous improvement and contribution as a faculty member. The individual shall have demonstrated definite leadership in assigned areas of activity and in the overall development of the program of the college. The individual also shall have earned recognition for educational leadership.

### 4. Professor in the Community College System

A promotion to the rank of Professor in the Community College System should be an indication that the individual is an outstanding, mature faculty member who has been recognized for leadership in the college and the System and who has demonstrated excellence in assigned areas of activity, in professional development, and in the total program of the college. It should always be stressed that this rank is a recognition of quality and depth of performance and achievement rather than length of service.

## VI. Appointment, Promotion, and Tenure of Librarians

### A. Appointments

#### 1. Librarian IV and Librarian III

The presidents of the community colleges are delegated authority to make appointments to the ranks of Librarian IV and Librarian III. These actions are reported by the president to the Chancellor for the Community College System.

#### 2. Librarian II and Librarian I

Recommendations for appointment to the ranks of Librarian II and Librarian I, with or without tenure, must originate with the president of the college and be forwarded to the Community College System Advisory Committee on Appointment, Promotion, and Tenure through the Chancellor for the Community College System. The Advisory Committee will make its recommendations back to the Chancellor who will add a recommendation and forward the file to the President of the Kentucky Community and Technical College System. The President's

recommendation will be given final action by the Board of Regents of the Kentucky Community and Technical College System.

B. Promotions

1. Promotion from Librarian IV to Librarian III

The president of the college has been delegated authority to approve or disapprove promotions from Librarian IV to Librarian III. An approved promotion will be communicated through the Chancellor for the Community College System to the President of the Kentucky Community and Technical College System who will report it to the Kentucky Community and Technical College System Board of Regents. In case of disapproval of such a promotion, the president will inform the librarian in writing and also notify the dean for academic affairs.

2. Promotion to Librarian II or Librarian I

Proposals for promotion to Librarian II or Librarian I initially will follow a process parallel to that described in the introductory paragraph of Section III. In each case, the president of the college will either approve the proposal and forward an affirmative recommendation to the Chancellor for the Community College System or disapprove and stop the proposal and then inform the librarian in writing and also notify the dean for academic affairs. If the Chancellor receives the promotion file containing the president's recommendation, the Chancellor will obtain a related recommendation from the Community College System Advisory Committee on Appointment, Promotion, and Tenure and then will either approve the proposal and forward an affirmative recommendation to the President of the Kentucky Community and Technical System or disapprove and stop the proposal and notify the president of the college. If the President of the Kentucky Community and Technical College System receives the Chancellor's recommendation, the President will either approve the proposal for promotion and make an affirmative recommendation to the Kentucky Community and Technical College System Board of Regents for final action or disapprove and stop the proposal and inform the Chancellor who, in turn, will notify the president of the college of such action. In a case where the Kentucky Community and Technical College System Board of Regents takes final action, the President of the Kentucky Community and Technical College System, through the Chancellor, will inform the president of the college about the Board's action. The president, in turn, will notify the librarian and also inform the dean for academic affairs.

3. Failure to Support Administrative Action for Promotion

Whenever a recommendation to promote is disapproved by either the Chancellor for the Community College System or the President of the Kentucky Community and Technical College System, this fact must be reported back to the president of the college with supporting reasons, and an opportunity provided for a thorough discussion among the concerned parties. The president will initiate the discussion with the faculty member; the division chairperson may

be included in such a discussion at the request of the president or the faculty member. Any related appeals through administrative channels and/or the Community College System Senate Advisory Committee on Privilege and Tenure must be initiated in writing by the faculty member within 60 days after being notified in writing by the president of the college of the disapproval of a recommendation to promote.

#### C. Review Periods

An individual shall not remain at the rank of Librarian IV in the Community College System for more than three years. If after that period promotion to a higher rank cannot be justified, the individual's appointment shall not be renewed. Non-tenured appointments at the Librarian III or Librarian II levels shall not exceed seven years, including previous full-time service at the rank of Librarian IV or higher at other institutions of higher learning, except that no more than three years of previous service may be counted against this seven-year probationary period. Reviews shall follow the usual procedures for recommendation to promote and must be completed in time for the individual to be notified of the result in accordance with the Governing Regulations (Part X.B.4). Individuals at the rank of Librarian II must either be promoted at the end of the probationary period or shall not have their appointments renewed.

#### D. Tenure

##### 1. Types of Appointment

Full-time librarian appointments shall be of three kinds: (a) non-tenured appointments, (b) tenured appointments, and (c) post-retirement appointments.

##### 2. Review Periods

Full-time non-tenured librarian appointments may be for one year or for other stated periods, subject to renewal, but the total non-tenured or probationary period shall not exceed seven years, including previous full-time service as a professional librarian with the rank of Librarian IV or higher in other institutions of higher learning. An individual with more than three years in the academic profession, who is called from another institution and appointed at the rank of Librarian II or below, may be required to serve in a probationary status for a period not to exceed four years, even though the individual's total probationary period in the academic profession is extended beyond seven years. However, in any case where a period of prior service of a librarian involves significantly different institutional objectives or significantly different professional activity, all or part of the period of prior service may be eliminated from consideration in determining the probationary period at the University of Kentucky. Except as provided in Part X.C.7 of the Governing Regulations, time spent on leave of absence shall count as probationary period service, unless the Community College System in granting the leave and the individual in accepting it, agree to the contrary. Individuals initially appointed at the rank of Librarian I may be given non-tenured status for a period not to exceed one year.

The applicability of prior service to the probationary period of a librarian in the Community College System of the University of Kentucky shall be considered in the same manner as that for a regular faculty member as explained in detail in Section IV.C of this document.

### 3. Appointment Records

The precise terms and conditions covering each librarian appointment shall be stated in writing on an official appointment record. Notice of reappointment shall be in the possession of the appropriate administrative officials and the appointee at least three months before the renewed appointment begins when possible, or at the earliest date feasible in view of budget considerations.

### 4. Notification of Non-Renewal of Appointment: Non-Tenured Appointments

Part-time, visiting, or temporary short-term librarian appointments with explicit terminal dates of one academic year or less terminate at the expiration of the term without notice. For those employed year-to-year on a fiscal or academic year basis, notification of non-renewal of appointment at the end of the first year of service shall be given not later than March 1 if the appointment expires at the end of that year or three months in advance if the one-year appointment terminates during the academic year. Notification of non-renewal of appointment at the end of the second year of service shall be given no later than December 15 if the appointment expires at the end of the year or six months in advance if the appointment expires during the year. Notification of non-renewal of appointment after more than two years of service shall be given at least twelve months before expiration of the appointment.

## E. Criteria for Ranks

1. All librarians shall have earned an A.B. or B.S. degree, or its equivalent, and a graduate (fifth year) degree in Library Science. Relevant experience or a master's degree in a field other than Library Science may be substituted for the degree in Library Science.

2. Persons appointed to the rank of Librarian III shall, in addition, have had at least three years of successful experience. Graduate study above the degree in Library Science may be substituted for a part or all of the three years of practical experience.

3. Appointees to the rank of Librarian II or Librarian I shall, in addition, have had not less than five years of successful experience. Additional experience may be required if such training is appropriate to the position. They shall also have demonstrated subject specialization and have exhibited educational leadership appropriate to the position. A master's degree or a doctorate in a subject field may be taken as evidence of subject specialization.

## F. Conditions of Employment

1. Appointees to the various ranks of librarians are eligible for sabbatical leave in accordance with stated University sabbatical leave policies, for participation in the University Retirement System on the same basis as faculty members of equivalent rank, and for other appropriate benefits and privileges available to faculty members of equivalent rank.

2. Librarians are eligible for membership in the Senate of the Community College System.

## VII. Community College System Advisory Committee on Appointment, Promotion, and Tenure

### A. Purpose

The Community College System Advisory Committee on Appointment, Promotion, and Tenure is established for the purpose of providing the President of the Kentucky Community and Technical College System and the Chancellor for the Community College System with a systematic and broad base of advisement from both faculty and administration on matters of appointment, promotion, and tenure.

### B. Composition

The membership of the Advisory Committee will consist of no fewer than seven members appointed by the President of the Kentucky Community and Technical College System from a list of candidates provided by the Community College Council. The list shall include at least twice as many names as there are vacancies. Members will have tenure in the Community College System and will serve two-year terms, which will be staggered to insure continuity of membership, the President designating the chairperson of the committee.

### C. Selection of Committee Members

The membership of the committee should have as broad a representation as possible. No community college shall be represented by more than one person, and membership on the committee shall be rotated so that over a period of years all community colleges shall be represented. The Advisory Committee may recommend that the Chancellor for the Community College System appoint an ad hoc committee to handle cases requiring additional and expert advice. Ad hoc committees will be discharged as soon as their reports are submitted to the Advisory Committee. The Advisory Committee should acknowledge the advice of the ad hoc committee in preparing its recommendations to the Chancellor for the Community College System.