

UNIVERSITY OF KENTUCKY ADMINISTRATIVE REGULATIONS	IDENTIFICATION AR 3:4 <i>(Formerly II-1.1-8)</i>	PAGE 1
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**GUIDELINES FOR EMPLOYMENT OR ASSIGNMENT OF FACULTY
AND STAFF RELATED TO OUT-OF-STATE PROGRAMS**

The University of Kentucky is continuously involved in out-of-state programs which are pertinent and justifiable in view of both the nature and mission of the University. Funding for these programs shall be derived through contracts, grants, and cooperative agreements. Activities in such programs must be considered as appropriate professional activities for the faculty and staff associated with the programs.

A. Faculty Performance Review and Promotion

Faculty and staff on out-of-state assignments in international or other programs shall be evaluated for purposes of performance review and promotion on the basis of their performances and accomplishments in their assigned areas of activity (refer to Sections A and B.4 of AR II-1.0-5). They shall receive salary increases based on merit, promotion, and catch-up adjustments in conformity with such increases received by on-campus faculty and staff of comparable rank or status.

B. Salary

Out-of-state assignments on international or other programs involve some disruptions of individuals' personal and professional lives and usually incur significant additional costs such as those associated with maintaining dual residences and making more long-distance communications. Therefore, relative to such assignments, the following salary adjustments shall be permitted:

1. During assignments involving one month or more of continuous service, salaries of faculty and staff participants may be increased up to ten percent to provide compensation for additional costs usually incurred while on temporary assignments away from home.
2. During assignments involving a period of one year or more, faculty who normally are appointed on a nine-month, ten-month, or eleven-month assignment basis shall have their appointments changed to a twelve-month assignment basis and their annual base salaries increased by a factor of two-ninths, two-tenths, or one-eleventh, respectively.
3. When such an assignment does not allow consulting activities in accordance with normal University policy, an individual's twelve-month base salary may, to the extent permitted by the funding agency, be increased.

4. Assignments involving increased responsibilities may carry salary increases up to eight percent of twelve-month base salaries. Normally only one individual per program or project shall receive such an increase, and the increase shall be limited to the period during which the individual has increased responsibilities. No such adjustment shall be made for a temporary assignment of sixty days or less.

5. Faculty and staff serving in such assignments supported through contracts, grants, or cooperative agreements from governmental agencies or other institutions shall be eligible to receive other allowances and perquisites which the funding agencies normally afford their employees. In the absence of other arrangements, the regulations for United States Government employees may be used.

C. Vacation and Sick Leave

Faculty and staff on out-of-state assignments in international or other programs for periods of less than one year shall maintain their normal annual leave or vacation privileges. When such assignments prevent taking vacation leave which shall lapse on a given deadline, individuals may request postponement of the deadline, but in no case shall postponement of more than three months be approved.

Individuals on out-of-state assignments in international or other programs for periods of one year or more shall be expected to take vacation leave earned during such assignments prior to the end of the assignments. Unused vacation leave to which faculty and staff were entitled at the commencement of their out-of-state assignments shall be restored to them upon their return to campus.

Faculty and staff shall be eligible for sick leave during out-of-state assignments in international or other programs exactly as though they were assigned on campus. Sick leave required during such an assignment shall, to the maximum extent possible under the rules of the funding agency, be paid from contract, grant, or cooperative agreement funds; in all cases, however, individuals shall be entitled to sick leave normally available to them under University policies.

D. Employment of Faculty

When it is necessary to employ faculty for out-of state assignments in international or other programs for a period of one academic year (nine months) or less, appointments shall be made on a visiting faculty basis. When it is necessary or desirable to employ faculty for such programs for a period exceeding nine-months, but not exceeding seven years, appointments without tenure shall be made and handled in the same manner as for those of other non-tenured faculty. However, in such a case, if it is not known that a position will be available for an individual to continue with the University after completion of an out-of-state assignment, the individual should be so informed at the time of initial appointment.

Also, remarks should be included on the Notice of Academic Appointment and Assignment form for the individual to indicate clearly that conditions of the appointment are such that the appointment shall neither be renewed beyond a fixed date nor lead to consideration for tenure.

When individuals are on leave from similar institutions where they are employed in capacities equivalent to those for which they are being employed in international programs, salaries shall be determined as though the individuals were already University of Kentucky employees with the exception that differences in fringe benefits paid by their home institutions and those paid under their assignments with the University of Kentucky may be taken into account. When the preceding conditions are not applicable, salaries shall be negotiated.

E. Exceptions

Because of regulations of certain funding agencies or special requirements of some out-of-state assignments in international or other programs, it is recognized that it may not always be possible to follow exactly the guidelines in this administrative regulation. Deviations from these guidelines, therefore, may be made upon written approval of the appropriate chancellor.