

II. Appointments

A. Non-Tenured and Tenured Appointments

There are two types of non-tenured appointments. One is that in which a faculty member is ineligible for tenure as a consequence of having been appointed: (1) in the research, clinical, adjunct, visiting, or voluntary series of academic ranks and titles; or (2) on a part-time or temporary basis. The second type of non-tenured appointment is that in which a faculty member is appointed on a full-time, year-to-year basis in the regular, special, extension, or librarian series of academic ranks and titles. In such an appointment, the faculty member does not have tenure but may be considered for tenure if recommended by the appropriate faculty and administrators.

A tenured appointment is one in which a faculty member is on a full-time, continuous appointment.

The ending date of the probationary period in a non-tenured appointment shall be set prior to signing the initial Notice of Academic Appointment and Assignment form and shall not exceed seven years from 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 dean prior to initial appointment.

B. Initiation of Recommendations for Initial Appointment, Reappointment, Terminal Reappointment, Joint Appointment, Post-Retired Appointment, and Non-Renewal of Appointment.

Recommendations for initial appointment, reappointment, terminal reappointment, joint appointment, post-retirement appointment, and non-renewal of appointment shall be initiated by the department chairperson (or by the Dean or the director in an educational unit other than a department). The procedures to be used in each unit for preparing such recommendations shall be established jointly by the chairperson/director and the faculty of the concerned unit, in accordance with the Governing Regulations Part VII.A.6, second paragraph.

Department chairpersons/unit directors shall consult with appropriate faculty of the unit and directors of appropriate multidisciplinary research centers/institutes and graduate centers in preparing recommendations for appointments as delineated above, such consultation being in accordance with Governing Regulations Part VII.B.5, second paragraph. (See also Appendix I to this Administrative Regulation and II-R, p. II-11.) Where disagreement occurs between the chairperson/director and the consulted faculty members and center or institute directors concerning such a recommendation, the chairperson/director must report this difference with adequate documentation to the dean and also notify the consulted faculty members and directors regarding such action.

C. Initial Appointment, Reappointment, or Terminal Reappointment at the Rank of Instructor or Assistant Professor

Through delegated authority, the dean of a college shall approve or disapprove a recommendation for initial appointment, reappointment, or terminal reappointment at the rank of Instructor and Assistant Professor and shall inform the unit chairperson/director of the action taken. The dean communicates the action taken through the Provost or the Senior Vice President and Chancellor of the Medical Center to the President to be reported to the Board of Trustees.

Approval by the Board of Trustees is required for an initial appointment at the rank of Instructor or Assistant Professor if the annual salary exceeds \$60,000. In such a case, the dean and the Provost or the Senior Vice President and Chancellor of the Medical Center (without reference to an Academic Area Advisory Committee or the Dean of the Graduate School) shall make recommendations of approval to the President who shall approve or disapprove the proposal. In case of approval, the President shall make an affirmative recommendation to the Board of Trustees for final action. If the Senior Vice President and Chancellor of the Medical Center or the Provost disapproves and stops a proposal for initial appointment, the Senior Vice President and Chancellor of the Medical Center or the Provost shall inform the dean. The dean, in turn, shall inform the chairperson/director.

If a dean disapproves a department chairperson's recommendation for reappointment at the rank of instructor or assistant professor and offers a terminal reappointment instead, the following procedure shall be employed. If the tenured members of the departmental faculty and the chairperson reaffirm their written judgments and recommendation and so request by majority vote, the Provost or the Senior Vice President and Chancellor of the Medical Center shall refer the matter to the pertinent Academic Area Advisory Committee (or to an ad hoc advisory committee appointed by the Provost for this purpose). The committee in its deliberations shall address itself to the individual's scholarly potential, ability as a teacher, and other professional qualifications indicative of a probable eventual tenured appointment and shall submit a written recommendation to the Provost or the Senior Vice President and Chancellor of the Medical Center. After considering the committee's report, the Senior Vice President and Chancellor of the Medical Center shall either approve the proposal and forward an affirmative recommendation to the Provost or disapprove and stop the proposal and inform the dean of the college. The Provost will consider the reports and recommendations and either approve the proposal and forward an affirmative recommendation to the President or disapprove and stop the proposal and inform the Senior Vice President and Chancellor of the Medical Center or the dean of the college, who will inform the individual and the chairperson/director, in writing. If an affirmative recommendation is forwarded to the President, the President will either approve the proposal for reappointment and make an affirmative recommendation to the Board of Trustees for final action or disapprove and stop the proposal and inform the Provost, who in turn, will inform the Senior Vice President and Chancellor of the Medical Center or the dean of the college of the action. The dean shall inform the individual and the chairperson/director, in writing.

D. Initial Appointment, Reappointment, or Terminal Reappointment at the Rank of Associate Professor or Professor

The process described in Section II, Parts B, E, F, H, and I applies to a recommendation for an initial appointment, reappointment, or terminal reappointment at the rank of associate professor or professor on a full-time basis. After reviewing a dossier for completeness and obtaining advice from the college's advisory committee on appointments, the dean shall act upon the recommendation. If approved, the dean's affirmative recommendation and any applicable dossier shall be forwarded to the Provost or the Senior Vice President and Chancellor of the Medical Center. In case of disapproval and stopping the recommendation, the dean shall inform the chairperson/director of such action.

1. Initial Appointment at the Rank of Associate Professor or Professor

Upon receiving a dossier with the dean's affirmative recommendation for an initial full-time appointment at the rank of associate professor or professor, the Provost or the Senior Vice President and Chancellor of the Medical Center shall review the dossier for completeness and obtain a recommendation from the appropriate Academic Area Advisory Committee (hereafter, Area Committee). The Area Committee, however, may request the use of an ad hoc committee (appointed by the Provost or the Senior Vice President and Chancellor of the Medical Center) for further evaluation before returning the dossier with the Area Committee's recommendation to the Provost or the Senior Vice President and Chancellor of the Medical Center (see Section XII). For a recommendation for an initial full-time appointment at the rank of associate professor or professor concerning an individual who will or may be involved in research and graduate programs, the Provost or the Senior Vice President and Chancellor of the Medical Center also shall obtain a recommendation from the Dean of the Graduate School. Additionally, the Senior Vice President and Chancellor of the Medical Center shall obtain a recommendation from the Associate Vice President for Academic and Student Affairs for academic affairs. After reviewing the dossier and all recommendations, the Senior Vice President and Chancellor of the Medical Center shall either approve the proposal and forward an affirmative recommendation to the Provost or disapprove and stop the proposal for initial appointment and inform the Dean of the College. The Provost shall review the dossier and all recommendations and either approve the proposal and forward an affirmative recommendation to the President of the University or disapprove and stop the proposal for initial appointment and inform the Dean of the College and/or the Senior Vice President and Chancellor of the Medical Center. The dean shall inform the individual, in writing, with copies to the chairperson/director.

If an affirmative recommendation is forwarded to the President, the President shall approve or disapprove the recommendation for initial appointment. In case of approval, the President shall make an affirmative recommendation to the Board of Trustees for final action. In case of disapproval and stopping the proposal for initial appointment, the President shall inform

the Provost, who in turn, will inform the Senior Vice President and Chancellor of the Medical Center and/or the dean of the college. The dean, in turn, shall inform the individual and the chairperson/director, in writing.

The Board of Trustees shall take final action on the proposal for initial appointment by approving or disapproving the President's recommendation. The President, through the Provost, shall inform the Senior Vice President and Chancellor of the Medical Center or the dean of the Board's action. The dean, in turn, shall inform the department chairperson of the result.

The procedure for originating and handling a recommendation for initial appointment with tenure is directly parallel to that for originating and handling a recommendation for initial appointment without tenure (refer also to Sections III and XIV).

2. Reappointment at the Rank of Associate Professor

The procedure for initiating and processing a recommendation for reappointment of a non-tenured associate professor is similar to that for initial appointment but the preparation of a dossier and referrals to an Area Committee and the Dean of the Graduate School are not required. If a recommendation for reappointment at the rank of associate professor is disapproved by the dean, the dean shall notify the individual in writing regarding a non-renewal of appointment (see Section IV.B) or shall offer a terminal reappointment to the individual, as pertinent. When a dean disapproves a department chairperson's recommendation for reappointment at the rank of associate professor and offers a terminal reappointment instead, the procedure is the same as that for a recommendation for reappointment at the rank of instructor or assistant professor (see third paragraph in Section II.C).

If a dean disapproves a department chairperson's recommendation for reappointment at the rank of associate professor and offers a terminal reappointment instead, the following procedure shall be employed. If the tenured members of the departmental faculty and the chairperson reaffirm their written judgments and recommendation and so request by majority vote, the Provost or Senior Vice President and Chancellor of the Medical Center shall refer the matter to the pertinent Academic Area Advisory Committee (or to an ad hoc advisory committee appointed by the Provost and Senior Vice President and Chancellor of the Medical Center for this purpose). The committee in its deliberations shall address itself to the individual's scholarly potential, ability as a teacher, and other professional qualifications indicative of a probable eventual tenured appointment and shall submit a written recommendation to the Provost or Senior Vice President and Chancellor of the Medical Center. After considering the committee's report, the Provost or the Senior Vice President and Chancellor of the Medical Center shall either approve the proposal for reappointment and forward an affirmative recommendation to the President or disapprove and stop the proposal and inform the dean of the college. The dean, in turn, shall inform the individual, in writing, and the department chairperson/director. If an affirmative recommendation is forwarded to the President, the President will either approve the

proposal for reappointment and make an affirmative recommendation to the Board of Trustees for final action or disapprove and stop the proposal and inform the Provost, who in turn, will inform the Senior Vice President and Chancellor of the Medical Center and the dean of the college of the action. The dean shall inform the individual, in writing, and the chairperson/director.

3. Terminal Reappointment at the Rank of Associate Professor

The procedure for initiating a recommendation for terminal reappointment at the rank of associate professor is discussed in Section II.D. The preparation of a dossier is not required, but the individual written judgments of consulted faculty members shall be forwarded with the department chairperson's recommendation to the dean. The dean, through delegation from the Provost or Senior Vice President and Chancellor of the Medical Center, has authority to give final approval to a recommendation for terminal reappointment at any rank. (Refer to Section III. G, however, if the untenured associate professor is on appointment in the next-to-last year of a probationary period.)

A procedural flow chart with detailed comments relative to initial appointments, reappointments, and terminal reappointments is provided in Section XIII.

E. Appointment Record

The Notice of Academic Appointment and Assignment form constitutes the official appointment record and contract. With the exception of salary the precise terms and conditions covering each appointment shall be stated in writing on that form. The contract, including salary, becomes final when it is approved by or reported to the Board of Trustees. Notice of reappointment for non-tenured faculty shall be in the possession of the appropriate administrative officers 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. It shall be the responsibility of the Provost or the Senior Vice President and Chancellor of the Medical Center to insure compliance with this regulation.

F. College Advisory Committee on Appointments

Each college shall have an advisory committee which is concerned with matters related to faculty appointments. It can be elected by the faculty or established by the dean after consultation with an appropriate faculty body of the college. Prior to making a recommendation or decision on terminal reappointments or non-renewals of appointment, the dean must seek advice from such a committee. It is recommended that such advice also be sought for initial appointments at the Assistant Professor level.

A member of a college advisory committee on appointments shall be excluded from any participation in that committee's consideration of a recommendation when the appointment is in her/his educational unit.

G. Standard Personnel File

There shall be one Standard Personnel File maintained for each faculty member in any title series. The Standard Personnel File contains the Notice of Academic Appointment and Assignment, curriculum vitae, and transcripts of academic work leading to advanced degrees. This personnel file also contains many of the critical materials, particularly evaluation materials, needed for or taken from the dossier, which is defined below. The file contains Distributions of Effort, faculty merit or other evaluation reports, evaluations prepared by committees and those of chairpersons/unit directors, and all other professional evaluation reports. The file shall also contain materials related to responsibilities, which the faculty member has to governmental or other agencies. The file contains regularly updated assessments of effectiveness in research, instruction, and service.

The Standard Personnel File shall be updated regularly and in particular completed by actions of the chairperson/director, and also actions of the faculty member. The faculty member shall update his/her curriculum vitae annually and such other documents as he/she deems appropriate. The chairperson/director shall update files as necessary to keep them reasonably current.

Unsolicited materials relevant to professional function may be included in the Standard Personnel File provided the faculty member sees them and is offered the opportunity to document his/her response to them.

The Standard Personnel File shall be kept in the office of the chairperson/director, or in the office of the dean as deemed appropriate for each department/unit by the dean. No other Standard Personnel File shall be kept. The Standard Personnel File shall always be available to the faculty member and to such other persons who he/she authorizes in writing to see that file. The Standard Personnel File is of course always accessible to the chairperson/director or higher administrative officer who is responsible for its maintenance, and to such administrators superior to him/her who request access to the file.

H. Development of a Dossier Related to a Recommendation

The department chairperson/unit director shall develop a dossier for each initial full-time appointment and for the primary appointment in a joint appointment of a full time faculty member. Items to be included in the dossier are listed below in Section I. An up-to-date dossier must be transmitted pursuant to considerations for award of tenure or promotions. The dossier is prepared from materials in the Standard Personnel File and additional materials supplied by the chairperson/director and faculty member. It shall contain all the materials

described in section I below, such that ordinarily all materials are included since the last promotion or appointment.

Written judgments obtained from consulted individuals should be secured through the request of the chairperson/director. Letters of reference obtained from persons suggested by the individual being recommended should be identified as such in the dossier. If requested, all letters requested shall be made available to consulted faculty members prior to their providing individual written judgments to the department chairperson/unit director regarding a recommendation for an initial appointment, a primary appointment in a joint appointment, or for promotion and/or award of tenure.

Pursuant to Kentucky Revised Statutes KRS 61.878, the written judgments of persons consulted in connection with appointments, promotions, and/or tenure decisions are not confidential. Thus writers of such judgments should not be given assurances of confidentiality.

The Standard Personnel File may contain communications to or from the faculty member, solicited or unsolicited letters or memos relating to professional function, which are not relevant to consideration for promotion or award of tenure. These materials would be included in the dossier sent forward for consideration only if the faculty member so requests. The department chairperson/unit director shall forward the completed dossier with his/her recommendation to the dean of the college.

The dossier shall not be retained at the conclusion of the process leading to decisions about appointments, promotions and/or awards of tenure. Representative examples of research, scholarly and creative activity included in the dossier as it is forwarded shall be returned to the faculty member for his/her retention at the conclusion of the process leading to decisions on appointment, promotion and or award of tenure. The teaching portfolio, or teaching materials submitted by the faculty member shall also be returned. The Standard Personnel File shall have all evaluative reports or reviews that supported any promotion and/or tenure.

Recommendations which do not require an accompanying dossier include non-primary appointments in a joint appointment of a full-time faculty member, terminal reappointments, post-retirement appointments, or non-renewals of appointment of Instructors and Assistant Professors. However, individual written judgments of consulted faculty members and recommendations of directors of pertinent multidisciplinary research centers/institutes, graduate centers, and academic departments must accompany a department chairperson's/director's recommendation to the dean for a non-primary appointment in a joint appointment involving a full-time faculty member, terminal reappointment or non-renewal of appointment. Additionally, an up-to-date curriculum vitae must accompany a chairperson's/director's recommendation to the dean for such a non-primary appointment in a joint appointment.

I. Dossiers Shall Contain: (May not apply to initial appointment of an Instructor or Assistant Professor.)

Items provided and updated annually by the faculty/staff member:

1. A completed curriculum vitae, which includes a bibliography of all published research articles and articles accepted for publication in refereed professional journals, patents, writings and a listing of other creative or professional productivity. The listing should include all materials since the last promotion or appointment. A summary of work and professional activities prepared by the faculty or staff member in connection with annual or biennial reviews should also be included.

2. Teaching/advising materials, including the Teaching Portfolio (See AR II-1.0-5) as specified in the Administrative Regulations governing promotion and tenure.

3. A representative selection of reprints and preprints, and the listing of the curriculum vitae since the last promotion or appointment. The complete file of reprints, and other documentation of professional achievements, shall be maintained by the faculty member, items available upon request for evaluation purposes.

4. Copies of all significant awards for teaching or scholarship received since the last promotion or appointment.

5. Lists of proposals submitted and grant or contract awards received since the last promotion or appointment.

Items provided by the Chair/Director:

1. All reports of annual or biennial reviews of the faculty/staff member and all reviews of any evaluative committees.

2. All official documents used by the chair/director in merit reviews since the last promotion or appointment.

3. Distribution of Effort agreements since the last promotion and a position description. It is important to have a particularly detailed position description for Special, Research, Clinical, Extension, and Librarian Titles, and other posts of highly individualized design.

4. A descriptive statement by the chairperson/director regarding the individual's performance in instruction, research and scholarship, and service with an indication of the grounds for assessment of instruction (other than student evaluations). Evidence that the faculty member has remained current in his/her field, and that this currency is reflected in his/her

work should be offered. Where appropriate, the impact of the faculty member's scholarly work on teaching could be cited.

5. Judgments, particularly about instruction, obtained by the chairperson/director from undergraduate student(s) of the unit and, where graduate/professional programs exist, from graduate/professional student(s). These findings, to the extent possible, must reflect the judgments of students who have participated in courses taught by the faculty member.

6. The written judgment of peers consulted within the department/unit and letters of evaluation from qualified persons outside the University. Letters from qualified professionals outside the University may be the primary basis for evaluation in the cases of initial appointments at the University of Kentucky.

7. Recommendations of the directors of each multidisciplinary research center/institute, graduate center, and academic department with which the appointee will be associated.

8. Unsolicited items received by the chairperson/director may be placed in the dossier provided the faculty member sees them and is offered the opportunity to document his/her response.

No materials other than those specified in this list shall be incorporated into the contents of a faculty member's dossier.

J. Reprints and Documentation of Professional Achievements

Each faculty member shall maintain his/her file of reprints and/or documentation of creative achievements, and a complete teaching portfolio. Representative examples of these materials will be added to the dossier as of the point of consideration for promotion or award of tenure. Materials added to the dossier will be those associated with the period since the prior appointment or promotion. The complete file of professional achievements, responsibilities and functions needs only to be maintained by the faculty member.

K. Named Professorships

Individuals appointed to named professorships shall meet all criteria for the rank of professor or associate professor and, in addition, shall have acquired national recognition for excellence in instruction and scholarship in their disciplines. While normally reserved for exceptional full professors, a named professorship may be granted to an exceptional associate professor. Each named professorship will provide specifically identified resources for program support of a professor, and it is expected that a significant portion of the compensation and

program support allocations will come from endowment income or extramural gifts (refer to Section E.2. of AR II-1.2-3, "Policies Governing Private Funding of Academic Positions").

L. Faculty, Veterans' Administration and Other Similarly Affiliated Hospitals - University of Kentucky Medical Center

Physicians, dentists, and other appropriately qualified health professionals whose total efforts are in behalf of the instruction, research, and patient care programs of the Medical Center, and whose salaries are paid partially or totally, or reimbursed partially or totally, by the Veterans' Administration or similarly approved hospitals or agencies (e.g., Cardinal Hill, Shriners, and Charter Ridge), as recommended by the Senior Vice President and Chancellor of the Medical Center and approved by the President, shall be considered regular, full-time faculty members of the University of Kentucky, with all rights and privileges of such faculty as described in the Governing Regulations. They shall be subject to the same administrative policies and procedures which apply to regular full-time faculty. Salary funding arrangements shall be defined by contract.

M. Joint Appointment

The term "joint appointment" shall apply when an individual holds two or more intra-University faculty appointments. In such an instance, one of the appointments shall be designated as the primary appointment by the dean of the college if the individual's appointments are associated with educational units in the same college, or by the Provost if the appointments are in different colleges. The constituent appointments relating to a joint appointment may be processed simultaneously or at different times; however, each appointment should be processed independently and considered on its own merits. An individual's academic rank, though usually the same, may differ in the constituent appointments. The possibility of tenure applies only to the primary appointment. The procedures for joint appointment of full-time faculty at the various academic ranks, and for promotion of full-time faculty on joint appointment, are the same as those for the regular or special title series, except that a dossier and referral to an Area Committee are not required for a non-primary appointment in a joint appointment or for a promotion related to such a non-primary appointment. In case of termination of the non-primary appointment(s) leaving only the primary appointment for a full-time faculty member, the individual's assignment associated with the primary appointment shall become full-time.

An individual holding a full-time faculty appointment in another university may be granted a "joint appointment" to the faculty of this University in an educational program that is being jointly offered and provided by the two universities. Such an appointment shall be non-tenured, shall be made on a year-to-year basis, and shall be made in the department and college involved in the jointly offered program. Such appointments shall be made upon recommendations of the department chair, the college dean, and the Senior Vice President and Chancellor of the Medical Center or the Provost and upon approval of the President and the Board of Trustees. Such an appointment shall automatically terminate: (1) when the jointly

offered educational program ceases to be offered or provided by the two universities; (2) when the faculty member ceases to hold a full-time faculty appointment in the other university; or (3) when the faculty member ceases to have a teaching, research, or service assignment in the jointly offered program. Compensation (if any), employee benefits (if any), faculty rank, and all other terms and conditions of employment of persons appointed under this paragraph shall be determined at the time of appointment and shall be set forth in detail on the appointment form.

N. Faculty on Post-Retirement Appointment

Post-retirement appointments are of two types:

1. A retired employee may be appointed by the dean of a college upon recommendation of a department chairperson to perform duties for which fee schedules have been approved by the Provost. There is no specific age limitation on this type of appointment.

2. In a very limited number of cases, a post-retirement appointment may be used when it is essential to a University unit or otherwise impossible practicably to fill a position with a fully qualified person. Such a part-time or full-time appointment is restricted to former employees who have elected to retire. This type of appointment requires approval through administrative channels, without reference to an Area Committee, and prior approval by the Board of Trustees and is made for a period not to exceed one year.

O. Visiting Faculty

The designation "visiting" before an academic title indicates that the individual has a temporary appointment for an academic year, semester, summer session, or other specified term not to exceed one year. The visiting title used should be appropriate to the appointee's home base academic rank (i.e., visiting professor, visiting associate professor, visiting assistant professor, or visiting instructor). Where usual academic rank or title does not appear to be suitable, the title "visiting lecturer" shall be used. Such an appointment is approved by the Provost or Senior Vice President and Chancellor of the Medical Center upon recommendation of the department chairperson and the dean without reference to an Area Committee. A visiting appointment may be full-time or part-time, salaried or unsalaried. The appointment is temporary, by definition, and the visitor is not eligible for faculty benefits, except that a visiting faculty member with a salaried full-time appointment is eligible for health insurance coverage. Visiting faculty are not eligible for membership in the University Senate, but faculty membership, with or without voting privileges, may be extended to visiting faculty by the educational units to which they are assigned. Visiting faculty are not eligible for tenure; however, time spent in a full-time appointment on a visiting basis at the University of Kentucky shall be counted as a part of the individual's probationary period should the individual subsequently be appointed full-time in the regular, special title, extension, or librarian series.

P. Part-Time Faculty

Part-time faculty members are those who have an official faculty appointment, receive a salary, and participate substantially, but less than full-time, in the program of a college. Appointments of part-time faculty members by the appropriate deans, without reference to an Area Committee, shall be for one year or other stated period not to exceed one year, subject to renewal. Appointees are not eligible for tenure, sabbatical leave, participation in the University's Retirement Plan, insurance coverage, or membership in the University Senate. Faculty membership, with or without voting privileges, may be extended to part-time faculty members by the educational units to which they are assigned.

Q. Temporary Faculty

An individual whose assigned duties and responsibilities should be completed within one year or less may be appointed as a faculty member on a temporary basis. Temporary appointees are not eligible for tenure; however, time spent in a full-time appointment on a temporary basis at the University of Kentucky shall be counted as a part of the individual's probationary period should the individual subsequently be appointed full-time in the regular, special title, extension, or librarian series.

R. Voluntary Faculty

Voluntary faculty members are those who have an official faculty appointment in an educational unit for which no salary is received and who devote part of their time to a program. Such faculty members usually are self-employed or hold full-time positions with other institutions and agencies. The procedures for appointment, reappointment and promotion of voluntary faculty at the various academic ranks generally parallel those for the regular or special title series, except for those prescribed below and that outside letters of evaluation, faculty letters of evaluation and reference to an Area Committee are not required for appointments, reappointments, and promotions.

1. A chair/division will bring the name, C.V. and completed Voluntary Faculty Application form of a potential voluntary faculty member to a regularly scheduled meeting of the unit faculty or, upon delegation by the unit faculty, a meeting of the faculty of a division within the educational unit. The chair/division chief will propose a suitable rank for the individual under consideration. The faculty will discuss the individual's background and credentials, and will vote on the candidate's suitability for the appointment at a specific rank.

2. If a three quarters majority of the faculty of the unit or division support the appointment, the chair, or as appropriate the division chief, will notify the dean.

3. The dean will appoint, by letter, the individual as a Voluntary Faculty member. The appointments will be annually renewed by the dean up to a five-year period, unless the voluntary faculty member had any licensure or malpractice issue, unless the dean received an unfavorable report, or unless a majority of the voting faculty of the department/division votes that the appointment not be renewed. The faculty of the department/division may at any time

consider the qualifications of a voluntary faculty member for promotion to higher rank. Reappointment beyond five years shall be reinitiated as described in steps 1 and 2, above.

4. The chair or division chief will review the records and participation of the voluntary faculty on an annual basis to assess the level of involvement and any licensure or malpractice issues and will bring any individuals who the chair considers merit promotion to the attention of the faculty for consideration.

5. The dean will report all voluntary faculty appointments to the Board of Trustees at least on an annual basis.

6. In rare cases where the proposed voluntary faculty requires attending privileges at the University of Kentucky Hospital, the dean will forward the nomination to the Hospital Chief of Staff. The Hospital Chief of Staff will confirm that the individual has the appropriate credentialing and will initiate the internal process to obtain approval by the Board of Trustees.

Criteria for academic ranks of voluntary faculty shall be approved by the Provost, acting on the recommendation of the faculty of the initiating educational unit. Voluntary faculty are not eligible for tenure, usual faculty benefits, or membership in the University Senate. However, faculty membership, with or without voting privileges, may be extended to voluntary faculty by the educational units to which they are assigned.

S. Lecturers

Lecturer faculty are professionally qualified teachers hired for a fixed term. Lecturer faculty do not have the same responsibilities and professional obligations of faculty in Regular, Special, Extension or Librarian Title Series. Lecturer appointments shall not be made when appointment as an instructor or assistant professor is appropriate.

Lecturer faculty are appointed or reappointed by final action of the Provost upon recommendation of the department chairperson and the dean without reference to an Academic Area Advisory Committee. Initial appointments at the rank of Lecturer shall not exceed a term of one year. A faculty person at the rank of Lecturer may be reappointed for one or more additional terms for a period of no more than two years per term appointment. Senior Lecturers may be appointed to an initial term not to exceed two years and reappointed for additional terms of no more than two years per term appointment. The maximum number or percentage of lecturers in a department must be based on the written approval of the tenured and tenure-track faculty of that department. The assignment period for lecturer faculty may be on a nine-month, ten-month, eleven-month, or twelve-month basis.

Notification of non-renewal of appointment at the end of the first year of service shall be given no 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 after the first year of service shall be given at least one year before the

expiration of the appointment. Any such notification of non-renewal of appointment shall be made in writing by the dean.

Consideration for promotion (without tenure) from Lecturer to Senior Lecturer by final action of the Provost without reference to an Area Committee may occur after a minimum of five years of continuous service as a full-time Lecturer. Pursuant to GR VII.A.6, departmental criteria and procedures for appointment, reappointment, promotion, and merit review shall be established by those academic departments that employ full-time Lecturer faculty and submitted to the dean of the college for approval.

Lecturer faculty are not eligible for tenure, sabbatical leave or membership in the Graduate Faculty. Lecturers are eligible for faculty membership with voting privileges in the college faculty and the University Senate, subject to the approval of the tenured and tenure-track members of the faculty in the college to which they have been assigned. They are also eligible for faculty membership with or without voting privileges in the department to which they have been assigned, subject to the approval of the tenured and tenure-track members of the faculty in that department. If a lecturer is subsequently appointed in the Regular, Special, Extension or Librarian Title Series, time spent as a lecturer shall not count toward eligibility for sabbatical leave nor as a part of the individual's probationary period.

Lecturers are eligible for the same University retirement, health care and life insurance plans as are Regular, Special, Extension or Librarian Title Series faculty. Similarly, sick leave may be granted by the Provost.

T. Emeritus Faculty

Upon retirement, tenured faculty members shall retain their titles with the designation of "emeritus" (e.g., professor emeritus). Faculty members with emeritus status are entitled to the following rights and privileges: to be included in faculty lists in University bulletins and, upon request, to be provided a mailbox in the appropriate department; to be assigned office and/or laboratory space and furnished supplies for creative work (upon request, subject to availability and approval of the concerned educational unit); to have faculty library privileges; to apply for Research Committee grants and publication subsidies; to receive University identification cards; to receive parking privileges as specified in University Parking Regulations; to attend, without voting privileges, meetings of the University Senate; to participate, upon invitation, as non-voting members of departmental or college faculties; to use University recreational facilities upon presentation of suitable identification; to purchase tickets to athletic events with previous priority status; to hold membership in the University of Kentucky Credit Union; to make purchases at the University Bookstore at the employee discount rate; to participate in academic processions; to be appointed to represent the University at academic ceremonies at other institutions; to receive notices of University events; and to take part generally with the faculties in all social and ceremonial function of the University.

