COLLEGE OF FINE ARTS
FACULTY/STAFF HANDBOOK
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The purpose of this Handbook is to provide a source of information for the College of Fine Arts (CFA) faculty and staff concerning governance structure, policies, rules of procedure, and basic responsibilities. This Handbook does not form any portion of the contract between faculty and the institution, nor the policies and procedures governing staff. The language in the Handbook does not supersede, supplement, or alter the language of official University of Kentucky documents, such as the Governing Regulations, the Administrative Regulations, the Staff Personnel Policy and Procedure Administrative Regulations, the Rules of the University Senate, the Code of Student Conduct, the University of Kentucky Bulletin, or other documents which are described.

The contents of this Handbook will be reviewed concurrently with the review of the College and on other occasions as deemed necessary. Faculty and staff proposing changes to this Handbook should direct their proposals to the chair of the College Advisory Council for timely consideration by the Advisory Council. The review process will be initiated by the College Advisory Council as provided for in this document, Section 2.22 F.9. The copy maintained in the Office of the Dean will constitute the official copy of this Handbook.

The faculty and staff should direct questions about departmental/school governance to their respective chair/director.
1.0 THE COLLEGE OF FINE ARTS

1.1 Chronology

1865 Founding of the Agricultural and Mechanical College of Kentucky
1865 College of Science, Literature, and Art formed
1881 Initial music, art, and drama courses offered
1902 Kentucky State College Glee Club formed
1903 Captain Byroade's Military Band established
1918 President McVey forms the Departments of Art and Music
1918 Carl Lampert, composer of the "Alma Mater" and of "On, On U of K," named chair of the Music Department
1918 Sunday musicals begin
1918 Cadet Band and the University Orchestra formed and housed in White Hall
1919 President McVey proposed first art exhibition
1920 Four-year teaching diploma offered by Art Department
1925 Art Center burns
1926 Drama Department established: theatre and performing group activated; Roman Theatre begins with community and University involvement
1927 Winslow Street Church enlarged to house Departments of Art and Music
1929 Miss Calahan begins the Art Museum
1934 First in-service training for music teachers developed
1934 Initial European Student Tour offered
1937 Department of Music receives National Association of Schools of Music accreditation
1939 Music reorganized with full-time faculty in applied music
1947 Arts Building/Guignol Theatre burn; Departments of Music, Art, and Theatre temporarily housed in "The Barracks"
1948 First graduate degrees in Music conferred
1950  Fine Arts Building dedicated: includes Music, Theatre, and Visual Arts Departments plus new Guignol Theatre
1965  Reynolds Studio Art Complex begins operation
1966  Hubert Henderson becomes the first director of the School of Fine Arts within Arts and Sciences and this event was celebrated with a UK Festival of the Arts
1966  D.M.A. degree approved in music teaching
1970  First D.M.A. conferred (Helen Fullbright)
1971  Ph.D. in Musicology approved
1972  Department of Music becomes School of Music under Wesley Morgan
1976  College of Fine Arts formed; Herb Drennon named acting dean
1978  Robert Willis named dean of the College
1978  First Ph.D. conferred (Kristine Forney)
1979  Center for the Arts dedicated
1980  Center for Contemporary Art Gallery begins exhibitions
1980  Doctoral programs in music reorganized: D.M.A. in performance and composition; Ph.D. in music includes musicology, theory, and music education
1982  Richard Domek assumes duties as dean of the College after one year as acting dean of Fine Arts
1986  Center for the Arts renamed Otis A. Singletary Center for the Arts
1986  Laboratory Theatre renamed Briggs Theatre
1987  Helen Hayes headlines first College of Fine Arts Gala Benefit
1987  College initiates Phonathon
1988  Degree program for Arts Administration approved
1991  UK Friends of Music established
1992  Rhoda-Gale Pollack assumes duties as dean of the College of Fine Arts
1993  Fine Arts Institute established
1996  College of Fine Arts Dean's Circle established
THE COLLEGE OF FINE ARTS

1.2 Mission Statement


The College Mission encompasses teaching, research, and service. Faculty and staff endeavor to:

1. Provide quality professional and pre-professional education for creative and performing artists, arts administrators, scholars, and teachers; offer general arts courses and a variety of arts experiences for the University community leading to an appreciation of the arts and their application to the human condition.

2. Extend the boundaries of knowledge and experience through nationally and internationally recognized scholarly research, creative experimentation, performance, and exhibition.

3. Play a major role in the cultural life of the University and Commonwealth; encourage cultural diversity and enhance the quality of life through access to the arts for all constituencies; work as a partner with other educational and cultural institutions, business, and industry; and serve as a state-wide resource for the arts.

Approved by the College of Fine Arts faculty and staff November 1992
2.0 COLLEGE STRUCTURE

2.1 College Administration

The administrative structure of the College includes the following officers: dean; associate dean; chair, Department of Art; director, School of Music; chair, Department of Theatre; director, Arts Administration program; director, Individual Studies program; director, Singletary Center for the Arts; and director, Fine Arts Institute. The basic administrative structure of the College of Fine Arts is shown in Appendix I.

2.11 Dean

A. Duties and Responsibilities

The chief executive officer of the College of Fine Arts is the dean, who reports to the chancellor of the Lexington Campus. The dean is responsible for the leadership and general management of the College. The role of the dean is defined in the University of Kentucky Governing Regulations (Section VII. B.3). In addition, and more specifically, the dean will:

1. Supervise faculty recruiting, retention, evaluation, distribution of efforts, and all areas of faculty concern within the College.
2. Supervise staff evaluation and other associated areas of staff concern within the College.
3. Supervise student affairs as they pertain to academic progress, personal problems when they involve the College, and rights to consultation and advice as cited in the document, Student Rights and Responsibilities.
4. Serve as the chief fiscal and personnel officer for the College; work closely with the unit administrators to assist them with personnel planning, unit budgets, and accounting practice; ensure fiscal accountability of each unit and the College. Work with the chancellor in establishing, negotiating, and maintaining College budgetary and personnel needs.
5. Serve as the presiding officer of the entire College and be responsible for curricula of the College, instruction given therein, program development, future planning, facilities management, and the College's unique role in cultural matters of the Commonwealth.
6. Serve as the spokesperson for the College. In the event that the dean believes it necessary to depart from recommendations of the College faculty, the dean shall communicate the College faculty's recommendation as well as the dean's recommendation and notify the faculty of such action.

The dean may delegate responsibility and authority to another member of the College faculty or staff as appropriate.

B. Evaluation

The evaluation of the dean is administered by the chancellor on a regularly designated cycle as provided for in the University of Kentucky Administrative Regulations (AR II-1.0-6, Part II, Review of the Chief Administrative Officers of Educational Units).

2.12 Associate Dean

A. Appointment

The associate dean is appointed by the dean of the College of Fine Arts upon the recommendation of a faculty/staff search committee. The associate dean must be a tenured faculty member.

The associate dean reports directly to the dean of the College.
B. Duties and Responsibilities

The associate dean will:

1. Be assigned responsibilities that contain both administrative and teaching/research/service aspects as agreed upon in the Distribution of Effort.

2. Represent the dean during periods of the dean’s absence, consulting with appropriate College or University personnel as necessary.

3. Represent the College on appropriate College, University, and community committees; councils; and other groups as assigned by the dean.

4. Collect and coordinate dissemination of pertinent information, policies, and reports concerning academic policies and procedures.

5. Handle student affairs assignments that could include:
   a. Overseeing enrollment management for the College (including evaluation and dissemination of information concerning course enrollment, number of majors and minors in degree programs, recruitment, orientation, admissions, registration, scholarships, advising, and retention).
   b. Managing policies and procedures for student and academic affairs of the College (including academic probation and suspension).
   c. Advising College of Fine Arts undeclared and non-degree students.

6. Coordinate matters relating to the academic physical environment.

7. Coordinate continuing education activities of the College.

8. Undertake tasks and responsibilities as assigned by the dean.

C. Manner of Selection

A faculty/staff search committee is appointed by the dean and must include at least one full-time faculty member from each department/school, a faculty representative from the Arts Administration program, one full-time staff member from the College of Fine Arts Administrative Office, and one full-time staff member from the Singletary Center for the Arts. The faculty/staff selection committee will make recommendations to the dean of the College. See the College of Fine Arts Handbook (CFA HANDBOOK), Section 2.321, College Search Committee Appointment and Responsibilities.

D. Evaluation

The associate dean will be evaluated on the regular faculty performance review schedule after having submitted his/her review material to the dean. The dean may consult with the appropriate department chair in the regular performance review of the associate dean.

The associate dean will be evaluated periodically by the faculty and staff of the College. At that time the dean shall appoint an Advisory Evaluation Committee of three tenured representatives from various programs: one nominated by the associate dean, one elected from and by the College Executive Council, and one appointed by the dean. This Committee will receive formal and informal input from the faculty and staff of the College and report their findings to the dean.
2.13 Department/School Chairs/Director

A. Appointment

Each chair/director is appointed by the dean of the College after consultation with and/or recommendation by the faculty of the unit and in keeping with the University of Kentucky Governing Regulations (GR VII A.4, VII B.4 & 5; VIII A.1; VIII A.3; and VIII A.4.a). All appointments for chairs/directors must be approved by the UK Board of Trustees. The term of a department chair/director appointment shall be for four years. Ordinarily, a department member shall be asked to serve as chair/director for only one term. A chairperson may be reappointed, however, when a faculty advisory committee, appointed by the dean to review the work of the chair/director, finds that the particular circumstances and needs of the department make such a reappointment desirable. Reappointment beyond the second term may occur under exceptional circumstances when it is deemed to be in the best interest of the University. The chair/director must be a tenured faculty member. The chair/director reports to the dean of the College.

B. Duties and Responsibilities

The chair/director, as the chief administrative officer, promotes the mission; administers the academic, personnel, and fiscal affairs; and is spokesperson for the unit. In that role, the chair/director will:

1. Provide leadership and management within the unit through mission-based, College, and University-led strategic planning and assessment.

2. Promote the unit's role in providing high-quality performance and/or exhibition for a broad audience as the unit's mission indicates.

3. Assume responsibility for developing and monitoring all curricular and course matter.

4. Monitor the academic welfare and progress of all students.

5. Supervise activities related to faculty:
   a. Assume responsibility for faculty recruitment, appointments, evaluations, and promotions.
   b. Monitor the quality of teaching and the learning environment.
   c. Promote faculty research appropriate to the discipline.
   d. Ensure adequate and appropriate faculty service.

6. Select, coordinate, supervise, and evaluate staff of the unit.

7. Serve as the fiscal officer: prepare budgets and monitor spending as unit rules and University policies specify.

8. Develop and maintain relationships and communications with the University community and with external constituencies including alumni, support groups, pre-college students, and the general public.

9. Establish such unit committees and assignments as are necessary to achieve academic and operational objectives.

C. Manner of Selection

The procedure for selecting a departmental chair/director is provided in the University of Kentucky Governing Regulations (GR VIII A.3). See the CFA HANDBOOK, Section 2.321, College Search Committee Appointment and Responsibilities.
D. Evaluation

Each chair/director receives performance evaluations by the dean at the same time and in the same manner as all tenured academic faculty. During the final year of the appointed term as provided for in the Administrative Regulations (AR II-1.0-6, Part II), a chair/director shall be evaluated by the faculty of the unit. At that time the dean shall appoint an Advisory Evaluation Committee of three tenured faculty: one nominated by the chair, one elected by the faculty, and one appointed by the dean. This Committee will receive formal and informal input from the faculty and staff of the unit and report its findings to the dean.

2.14 Directors of Programs

The College of Fine Arts has two degree programs that are not part of a departmental unit. Each is headed by a faculty member under the title of director. Also included under the stewardship of the College is the Singletary Center for the Arts. This facility is under the management of a director.

2.141 Arts Administration

A. Appointment

The director of the Arts Administration program is appointed by the dean of the College normally for a four-year term, renewable after consulting with the program's current faculty, and the program's advisory committee. The director reports to the dean of the College.

B. Duties and Responsibilities

The director, as the chief administrative officer, promotes the mission; administers the academic, personnel, and fiscal affairs; and is spokesperson for the program. In that role, the director will:

1. Provide leadership and management within the program through mission-based, College, and University-led strategic planning and assessment.

2. Develop program curriculum and ensure that it is effectively implemented.

3. Recruit students to the program.

4. Monitor the academic welfare and progress of all students.

5. Supervise activities related to faculty:

a. Assume responsibility for faculty recruit-ment, appointments, and evaluations.

b. Monitor the quality of the teaching and the learning environment.

c. Promote research within the discipline.

6. Serve as the fiscal officer: prepare budgets and monitor spending as University policies specify.


8. Develop and maintain relationships and communications with the University community and with external constituencies including alumni, support groups, pre-college students, and the general public.
C. **Manner of Selection**

The director is appointed by the dean upon receiving input from the program's faculty and students, and a recommendation from a committee chaired by the associate dean and comprised of the director of the Singletary Center for the Arts, another member of the Executive Council, a member of the program's Advisory Committee, and a qualified arts administrator from outside of the University. See the CFA HANDBOOK, Section 2.321, College Search Committee Appointment and Responsibilities.

D. **Evaluation**

The director receives performance evaluations by the dean at the same time and in the same manner as all tenure-track faculty. During the final year of the appointed term, the director shall be evaluated by an Advisory Evaluation Committee, appointed by the dean. The committee shall include one member elected from and by the program's Advisory Committee, one person of the director's choosing from the College of Fine Arts faculty, and one person nominated by the dean from an academic arts administration program outside of the University. This Committee shall receive formal and informal input from the students and any faculty teaching within the program, and report their findings to the dean.

**2.142 Individual Study Program**

A. **Appointment**

The director of the Individual Study Program is appointed by the dean of the College normally for a four-year term renewable after consulting with the program's Advisory Council and other individuals who have participated in the activities of the program. The director reports to the dean of the College.

B. **Duties and Responsibilities**

The director, as the administrative officer, promotes the mission, administers the advising activities, and is spokesperson for the program. In that role, the director will:

1. Monitor the academic welfare and progress of all students.
   a. Monitor the quality of the teaching and learning environment.
   b. Promote the availability of the program.
   c. Monitor the internship segment of the program.

2. Develop and maintain relationships and communications with the University community and with external constituencies including alumni, support groups, pre-college students, and the general public.

3. Provide leadership within the program through mission-based, College, and University-led strategic planning and assessment.

C. **Manner of Selection**

The director is appointed by the dean upon receiving input from College
faculty and students, the program's Advisory Council, and a recommendation from a committee chaired by the associate dean and comprised of a member of the Executive Council, a member of the program's Advisory Council, and a faculty member who has participated in the program. See the CFA HANDBOOK, Section 2.321, College Search Committee Appointment and Responsibilities.

D. Evaluation

The director receives performance evaluations in the area of service by the dean and in consultation with the chair/director of the director's unit of appointment. During the final year of the appointed term, the director shall be evaluated by an Advisory Evaluation Committee, appointed by the dean. The Committee shall include one member from the program's Advisory Council elected by the Advisory Council, one person of the director's choosing from the College of Fine Arts faculty, and one person nominated by the dean. This committee will receive formal and informal input from the students and any faculty involved with the program, and report their findings to the dean.

2.15 Singletary Center For The Arts

A. Appointment

The director is employed as a professional staff person and is appointed on a twelve-month basis.

B. Duties and Responsibilities

The general manager of the Singletary Center for the Arts is the director, who reports to the dean of the College of Fine Arts. The duties of the director shall be as follows:

Supervise, schedule, and maintain the Singletary Center for the Arts.

2. Supervise all personnel associated with the operation of the facility. Work with the dean to establish and maintain Singletary Center personnel needs.

3. Oversee all arrangements for all activities in the facility including arranging contracts and lease agreements for off-campus users, and providing event management.

4. Serve as the chief fiscal officer for all designated accounts. Work with the dean to establish, negotiate, and maintain the Singletary Center budget needs.

5. Oversee all aspects of the University Artist Series.

6. Supervise all development initiatives that stimulate interest in the enhancement of the Singletary Center for the Arts and its operation.

7. Develop and maintain relationships and communications with external constituencies including community arts organizations, arts agencies, other arts facilities, etc.

C. Manner of Selection

The director is appointed by the dean of the College upon the recommendation of a search committee. The dean shall appoint a search committee comprised of one representative from the Singletary Center for the Arts staff, the faculty of the School of Music, faculty of the remaining units of the College of Fine Arts, the Executive Council, and one campus representative plus one community representative selected by the dean. See the CFA HANDBOOK, Section 2.321, Search Committee Appointment and Responsibilities.
D. Evaluation

There is an annual written performance evaluation form provided by the University of Kentucky's Human Resource Services.

2.16 Fine Arts Institute

See Appendix II.C.

2.2 College Councils

College administration, faculty, and staff may engage in College business through councils, members of which are appointed by the dean unless otherwise specified in the CFA HANDBOOK. Unless a chair is designated by appointment or policy, councils may effect their own organization.

2.21 Executive Council

A. Membership

The Executive Council consists of the dean, associate dean, chairs of the Departments of Art and Theatre, director of the School of Music, director of the Arts Administration program, and director of the Singletary Center for the Arts. The dean presides.

B. Meetings

The Executive Council meets on a weekly basis during the academic year. Special meetings may be scheduled by the dean.

C. Quorum

A simple majority constitutes a quorum.

D. Duties and Responsibilities

1. Serves as a forum for the College's administrators.

2. Advises the dean on matters related to administrative and academic policies, procedures, and governance issues affecting the College.

3. Formulates governing policies and procedures for the College.

E. Procedures

1. The dean determines the meeting agenda.

2. The dean's administrative assistant records the minutes of the meetings and distributes them to Council members plus the chair of the College Advisory Council.

3. Every agenda of the Executive Council shall allow new business or topics to be raised.

2.22 College Advisory Council

A. Membership and Terms

Membership on the College Advisory Council shall include two elected, full-time faculty representatives, at least one of whom shall be tenured, each from the Department of Art, the School of Music, and the Department of Theatre; one elected representative from the Singletary Center for the Arts; and the chair of the Staff Advisory Council. * Each educational unit elects one representative annually, according to the units policies, to serve a term of two years. The Singletary Center representative serves a two-year term. The chair of the Staff Advisory Council serves a term to correspond with the length of his/her position. Members may serve successive terms.

The dean and the associate dean are ex officio, non-voting members of the Council. Neither the chairs of Art and Theatre, nor the directors of the School of Music, the Arts Administration program, and the Singletary Center may serve on the College Advisory Council.

B. Election
Elections will be completed by **April 15** for the upcoming academic year.
C. Meetings

The College Advisory Council shall normally meet every other week during the fall and spring semesters of the academic year.

The College Advisory Council shall hold a joint meeting with the College Executive Council at least once a year.

D. Quorum

A simple majority of the membership as described above in Section A constitutes a quorum.

E. Chair

1. The chair shall be a full-time, tenured faculty member, elected for a one-year term from among its voting members, and may be re-elected for successive terms.

2. The chair will meet in consultation with the dean to determine the agenda for each meeting.

3. The chair will serve as a liaison to other College committees as requested by either the Advisory Council or by the dean.

4. The chair will review minutes of the College Congress prior to their distribution.

5. The chair will receive a copy of the agenda and the minutes from each College Executive Council meeting.

F. Duties and Responsibilities

The College Advisory Council will:

1. Advise the dean on matters of concern to the College.

2. Provide a forum for the discussion, formulation, and evaluation of long-term plans for the College.

3. Provide a forum for discussion and consultation with the dean and the chairs/directors on issues dealing with the use of College resources.

4. Discuss and develop ideas presented by individuals and/or groups either from within or outside the University community.

5. Propose projects that provide for the common welfare and the improvement of the College in fulfilling its mission within the University and the community.

6. Recommend the development of instructional programs that reflect the ongoing mission of the College.

7. Appoint subcommittees that may include members outside the Council.

8. Establish Congress meeting agendas in conjunction with the dean and the Executive Council.

9. The College Advisory Council will review the CFA HANDBOOK concurrently with the review of the College and on other occasions as deemed necessary. The College Advisory Council may undertake revisions in subcommittees or as a committee of the whole, and will seek assistance from faculty and staff as necessary. Proposed changes to the CFA HANDBOOK will be approved by both the College Advisory Council and the College Executive Council before submission for a vote of the College Congress.

G. Procedures

1. At the beginning of each semester, the College Advisory Council will publish semester dates for its meetings, to be posted in the College administrative and unit offices.
2. The College of Fine Arts administrative assistant shall record the minutes which, after approval by the Advisory Council, shall be published and kept on file in the College Administrative Office.

* As staffing permits faculty representation will include Arts Administration.

### 2.23 Staff Council

#### A. Membership and Terms

The Staff Council consists of five full-time staff employees of the College including one representative elected by the staff from each unit--the Departments of Art and Theatre, School of Music, and the Singletary Center for the Arts--and one from the College Administrative Office. Members serve a two-year term, and may be re-elected for successive terms.

If for any reason an elected representative is unable to fulfill his/her term, a special election will be called to elect an individual from the same unit to serve the remainder of the term.

#### B. Meetings

The Staff Council shall normally meet monthly. Special meetings may be called at the request of two members of the Council. The immediate supervisor of each Staff Council member will accommodate the normal meeting schedule.

A meeting of the entire staff of the College may be called upon the request of the Staff Council, the Council chair, the dean, or two members of the staff. The Staff Council sets the agenda for such meetings.

#### C. Quorum

A simple majority constitutes a quorum.

#### D. Chair

The chair is elected for a one-year term from among the members of the Staff Council and may be re-elected for successive terms. He/she serves as a voting member of the College Advisory Council.

#### E. Duties and Responsibilities

1. Provide a forum for the exchange of information, development of ideas, expression of opinions, and the identification of non-academic concerns of staff members.

2. Serve as a liaison between staff members and the dean, associate dean, unit administrators, faculty of the College, and the University Staff Council.

3. Review, report, and make recommendations to the College Advisory Council on matters dealing with non-academic affairs and policies as they relate to staff.

#### F. Procedures

1. At the beginning of each semester, the Staff Council will publish dates for its meetings, to be posted in the College administrative and unit offices.

2. The secretary is elected for a one-year term from among the members of the Staff Council. He/she shall record the minutes, which after approval by the Staff Council, shall be published and kept on file in the College Administrative Office. These minutes shall be available for faculty/staff review.
2.24 Arts Administration Advisory Council

A. Membership and Terms

The Arts Administration Advisory Council consists of the director of the Arts Administration program; one representative from each of the Departments of Art and Theatre, the School of Music, and the Singletary Center for the Arts, the College of Business and Economics or the College of Communications and Information Studies; plus up to three representatives from either inside or outside of the University of Kentucky. Council members are appointed by the dean after consultation with the program director. Council members serve three-year, staggered terms and may serve a maximum of two consecutive terms.

B. Meetings

The Arts Administration Advisory Council meets at least once during each of the fall and spring semesters, and at other times as needed. The program director presides at the meetings.

C. Quorum

A simple majority constitutes a quorum.

D. Duties and Responsibilities

1. Advise the program director and dean on matters affecting the program, such as curriculum development and implementation, student recruitment, coordination among units within the College of Fine Arts, and efforts to strengthen relationships with arts institutions both inside and outside of the University.

2. Participate in the performance reviews of the program and program director.

E. Procedures

1. Meetings of the Council may be called by the dean, the program director, or a majority of the Council members.

2. A meeting agenda shall be distributed to the Council, with any accompanying materials, no less than one week before each meeting.

3. At meetings, every agenda shall allow new business or topics to be raised.

2.25 Individual Study Advisory Council

A. Membership and Terms

The Individual Study Advisory Council consists of one representative from each of the Departments of Art and Theatre, the School of Music, and the Arts Administration program, as well as the academic coordinator of the College. Advisory Council members are appointed by the dean. Advisory Council members serve three-year, staggered terms which may be repeated indefinitely. A chair is elected from the membership of the Advisory Council.

B. Meetings

The Individual Study Advisory Council meets at least once during each of the fall and spring semesters to discuss each student majoring in Individual Study, and at other times as needed. The chair presides at the meetings.

C. Quorum

A simple majority constitutes a quorum.
2.3 College Committees

A variety of committees function as a means by which faculty and staff may engage in College business. In addition to achieving excellence in teaching, scholarly/creative productivity, and professional and other service activities, faculty are expected to share in the functions of Department, School, College, and University committees. There is also an expectation for staff members and/or students to serve on committees when appropriate. Membership to these committees shall be appointed by the dean unless otherwise specified in the CFA HANDBOOK. Each committee shall elect its chair and effect its own organization unless a chair has been designated by appointment. Committees may be standing or ad hoc. Announcement of membership and terms for all College committees will be distributed annually.

2.31 Standing Committees

The College of Fine Arts has several standing committees responsible for assignments that need to be conducted every year. The manner in which members are either selected or elected, and the committees' responsibilities, are delineated under the description pertaining to each specific committee.

2.311 Advisory Committee on Appointment, Promotion, and Tenure

A. Membership and Terms

Membership shall be composed of seven full-time, tenured faculty members from the College:

1. Two tenured faculty members from each educational unit of the College, elected by the faculty of these units. At least one from each unit shall be a full professor.
2. One tenured full professor appointed by the dean of the College.

3. One alternate tenured faculty member from a unit different from that of the full professor approved by the dean, also appointed by the dean of the College, to ensure that in case of the exclusions described in the procedures below, there will always be an odd number of voting members.

4. The dean, associate dean, chairs, and directors are excluded from membership on the committee.

B. Elections and Terms

Elections will be completed by April 15 for the upcoming academic year. Members will serve a two-year, staggered term, one from each unit beginning in the even-, the other in the odd-numbered years. The first terms will be served for one or two years, to be determined by lot. Members may serve successive terms.

In the event that a member becomes unable to serve, a replacement shall be chosen according to the methods set out above for the selection of the original member.

C. Meetings

The Advisory Committee on Appointment, Promotion, and Tenure meets as necessary.

D. Quorum

All members eligible to vote on a given case must be present to constitute a quorum.

E. Chair and Secretary

The chair is chosen from the membership by majority vote. In the event that the chair is among those excluded from consideration of a case, a chair pro-tem shall be elected from among the eligible members. The chair is responsible for writing the recommendation to the dean on each case.

The secretary is chosen from the membership by majority vote. The secretary shall keep minutes of the non-voting sessions of the committee.

F. Duties and Responsibilities:

1. The Committee shall evaluate the dossiers of candidates seeking promotion and/or tenure and, when directed by the dean, shall consider initial faculty appointments in accordance with the Administrative Regulations and Governing Regulations and specific criteria established by the College and the individual educational units.

2. Upon completion of the review, the Committee shall submit a written recommendation to the dean of the College. This letter/report must include specific reasons for the recommendation, and shall include any dissenting opinions.

G. Procedures:

1. Members of the Committee shall be excluded from any participation in the committee's consideration for a recommendation if the
affected individual and the committee
member are assigned to the same educational unit (AR II-1.0-1.E, II F and III E). However, such excluded members may be asked to respond to questions or clarify items in the dossier.

2. Only full professors shall consider the cases of candidates seeking promotion to full professor.

3. There shall never be fewer than three Committee members considering a case. In the event that the above exclusions reduce the regular membership to fewer than three, the alternate shall be called to serve.

4. Upon completion of deliberations the eligible members shall vote by secret ballot whether or not to recommend promotion.

5. Only those members eligible to consider a case shall contribute to the written recommendation.

6. The written recommendation on each case must include a tally of the votes and the signatures of those members of the Committee who deliberated on the case.

7. The dean of the College shall be present to give the charge to the Committee and at any other meeting upon request of the Committee. The dean's role on these occasions shall be limited to providing requested information and responding to questions.

8. All meetings of the Committee shall conform to the requirements of the Kentucky Open Meetings Act.

2.312 Faculty Performance Review Appeals Committee

A. Membership and Terms

Membership on the College Faculty Performance Review Appeals Committee shall include one full-time, tenured faculty member from the Department of Art, School of Music, and Department of Theatre.* Each educational unit elects one representative and one alternate, each serving a two-year term.

To initiate this Committee, the terms will be staggered so as to ensure that the Committee will be comprised of at least one returning member at all times.

Should both the representative and the alternate from one unit request appeals, the dean shall appoint another representative from that unit. The dean may appoint a member external to the College to serve as a consultant (without voting privileges) to the Committee. The faculty member under review or the unit's chair/director may also request that such a member be appointed.

B. Elections

Elections will be completed by April 15 for the upcoming academic year.

C. Meetings

The dean convenes the first meeting; thereafter the chair of the Committee convenes the meetings as required.
D. Quorum
The Committee of the whole shall constitute a quorum.

E. Chair
The chair will be elected from the membership for a one-year term.

F. Duties and Responsibilities
The College Faculty Performance Review Appeals Committee will:

1. Investigate Faculty Performance Review evaluations under appeal, as requested by the dean.

2. Make recommendations regarding the review to the dean.

G. Procedures
1. The Committee will obtain and review all pertinent documents related to the Faculty Performance Review.

2. The Committee shall interview persons involved in the review process including chairs/directors, the dean, division heads, and other individuals.

3. The Committee shall interview the faculty member requesting the appeal.

4. The Committee shall conduct all of its investigatory activities in a confidential manner.

5. Upon conclusion of its investigation, the Committee will make a recommendation to the dean in writing regarding each case. All members of the Committee must sign the recommendation; dissenting opinions shall be included in this recommendation if agreement among the Committee members cannot be reached.

6. The Committee shall make this recommendation in a timely manner, according to the calendar established by the College of Fine Arts Executive Council and the University.

7. The dean shall communicate the Committee's recommendation in writing to the faculty member requesting the appeal, and the dean's decision relative to the appeal.

* As staffing permits, faculty representation will include Arts Administration.

2.313 Curriculum Committee

A. Membership and Terms
Membership on the Curriculum Committee shall include two elected, full-time faculty representatives each from the Department of Art, the School of Music, and the Department of Theatre. *

Each educational unit elects one representative annually to serve a term of two years. Members may serve successive terms.

The College academic coordinator is an ex officio, non-voting member and serves as staff for the Committee (see CFA HANDBOOK, Section G.1.).

The dean is an ex officio, non-voting member.
B. Election

Elections will be completed by April 15 for the upcoming academic year.

C. Meetings

Meetings are called only when business is pending.

D. Quorum

At least four voting members must be present to constitute a quorum.

E. Chair

The role of the chair is to facilitate the activities of the Committee. The chair is chosen from the elected Committee membership by majority of the voting members.

F. Duties and Responsibilities:

1. Investigate and recommend proposals for course changes, new courses, and program changes; forward approvals to the dean, and return other proposals to the appropriate educational unit with explanation of action.

2. Complete initial evaluation of proposal no later than one month after receipt.

3. Invite any appropriate person to meet and discuss current proposals with the Committee.

G. Procedures

1. The College academic coordinator shall act as recording secretary for all meetings and shall receive proposals, record, and forward them to the chair and the dean within five working days; circulate meeting agenda and minutes; keep records pertaining to the Committee; and forward recommendations or decisions of the Committee to the dean.

2. The chair, in consultation with the academic coordinator, prepares agendas, circulates them to the dean and members of the Committee at least three working days prior to scheduled meetings, determines meeting cancellations, and assigns all proposals within five working days of receipt to the Committee investigator, informing the faculty member listed on the proposal of the investigator assigned.

3. Proposal investigators appointed by the academic coordinator from the elected membership will serve on a rotating basis. Investigators will not investigate courses from their own educational unit.

4. Proposal investigators contact the faculty member and the department chair/director listed on the proposal plus any other appropriate person within ten working days, and report upon completion of the Committee's deliberation. If any issues remain or clarification is needed there should be an opportunity for the Committee to meet with the unit head and other individuals.
5. Committee members may not vote on proposals from their own units.
6. Approved proposals are signed by the dean and forwarded to the appropriate University council.

7. A copy of each approved proposal will be kept in the dean's office after action by the Committee.

* As staffing permits, faculty representation will include Arts Administration.

2.314 Graduation Committee

A. Membership and Terms

Membership shall be composed of six members appointed from the College: the dean, associate dean, director of Public Relations and Development, academic coordinator, director of the Singletary Center for the Arts, and the faculty marshal who is chosen by the dean in consultation with the academic coordinator and the College Advisory Council. Members hold unlimited terms as determined by the tenure of their position.

B. Meetings

The College Graduation Committee meets when necessary.

C. Quorum

A simple majority constitutes a quorum.

D. Chair

Meetings are chaired by the academic coordinator.

E. Duties and Responsibilities

The Committee is responsible for planning and executing all aspects of commencement activities for the College including:

1. Organize schedule and logistics of College ceremony and rehearsal: line-up, procession, seating arrangements, programming, stage setup, music, flowers and decorations, speakers, audio visual, scheduling.

2. Organize commencement reception: food, decorations, setup, scheduling.

3. Coordinate Distinguished Alumni Award: nomination process, selection criteria, luncheons and seminars.

4. Promote commencement activities.

F. Procedures and Timelines

1. Ceremony:

a. Organizational meeting should be held by October 15.

b. Final confirmation of location, date, and time of ceremony should be made in conjunction with University Commencement Office.
c. Planning meeting for all details of ceremony should be held by April 15. Additional meetings may be called at the discretion of the Committee.

d. Rehearsal for key participants in the ceremony (dean, associate dean, guest speakers, faculty marshal, chairs, directors of Graduate Studies, standard bearer) should be held the week preceding the ceremony.

2. Distinguished Alumni Award:

a. Organizational meeting should be held by October 15 (may be held in conjunction with ceremony organizational meeting--see above).

b. Nomination forms for Distinguished Alumni Award should be distributed to staff and current and emeritus faculty by November 1 and returned to academic coordinator by November 22.

c. Names of finalists should be submitted to College Advisory Council by December 1.

d. Determination of Distinguished Alumni Award recipient should be made by College Advisory Council by December 15.

e. Recipient should be notified by January 30.

f. Planning meeting to finalize details of recipient's participation in commencement activities should be held by April 15 (may be held in conjunction with ceremony planning meeting--see above). Additional meetings may be called at the discretion of Committee.

3. An assessment meeting should be held no later than two weeks following the commencement.

2.315 Phonathon Committee

A. Membership and Terms

Membership shall be composed of five members appointed from the College: the dean, associate dean, director of Public Relations and Development, academic coordinator, and director of the Arts Administration program. Members hold unlimited terms as determined by the tenure of their position.
B. Meetings

The College Phonathon Committee meets once several months before the Phonathon is scheduled, and as needed in the weeks immediately preceding the Phonathon each year.

C. Quorum

A simple majority constitutes a quorum.

D. Chair

Meetings are chaired by the academic coordinator.

E. Duties and Responsibilities

The Committee is responsible for planning and executing all aspects of the annual College of Fine Arts Phonathon, including coordination of dates and space; procuring volunteer student callers, donations of food and prizes, and donations of matching funds; training of callers; and coordinating efforts with the University of Kentucky Office of Development.

2.316 Safety Committee

The College maintains safety committees related to specific buildings: the Fine Arts Building Safety Committee (to include Wessels, Columbia, and Washington Avenue houses), the Reynolds Building Safety Committee, and the Singletary Center for the Arts Safety Committee.

A. Membership and Term

The dean seeks recommendations from the Executive Council members prior to appointing the committee members and the chair for each group.
B. Duties and Responsibilities

The committees will serve the charge as outlined by the chancellor in her January, 1996 memorandum: "unit safety committees will inspect their facilities and collect information on potential safety or environmental concerns. Since the individuals on the safety committees are not experts, they will simply provide a list of 'concerns'". The reviews will take place in the spring of each year prior to Spring Break.

C. Procedures

1. Each committee will develop its own standard operating procedures as to how the committee will function.

2. The completed lists of concerns will be distributed in the following manner:
   • Fine Arts Building--list sent to the dean.
   • Reynolds Building--list sent to the chair, Department of Art.
   • Singletary Center--list sent to the director of the Center.

3. The person receiving the list will address and correct most routine/minor concerns. The remaining concerns will be forwarded to the dean. The dean will review all such requests, fund where possible, and forward unfunded requests in a prioritized order to the Chancellor's Office.

2.32 Ad Hoc Committees

The College of Fine Arts has the responsibility of creating and appointing ad hoc committees.
The function of an *ad hoc* committee is to undertake a specific charge, normally of an immediate or short-term duration. If the work of an *ad hoc* committee evolves into a long-term or on-going annual commitment, the dean may designate the committee a standing committee subject to approval by the College Congress. The committee's responsibilities, procedures, membership, etc. will be drafted as well as incorporated into the standing committee section of the CFA HANDBOOK.

2.321 Search Committees

A. Committees Appointed by the Dean of Fine Arts

1. The dean consults representative faculty/staff group(s) to initiate formation of search committees for the following:
   a. Associate dean.
   b. Chairs of departments or director of school.
   c. Directors of programs.
   d. Director of the Singletary Center for the Arts.

2. The faculty/staff group(s) selects its representatives who are recommended to the dean for committee membership.

3. The dean considers the recommendations in appointing the committee and its chair.

4. Committee procedures follow the *Governing Regulations* (GR VII A.3).

B. Committees Appointed by Chairs/Director

1. The chair/director consults with representative faculty/staff to consider search committee membership for the following:
   a. Faculty positions.
   b. Selected staff positions.

2. The chair/director appoints the committee and committee chair in consultation with the dean.

C. Procedures

1. For faculty searches, refer to the CFA HANDBOOK, Procedures for Initiating and Conducting Faculty Searches (Appendix III).

2. For administrative positions, consult the CFA HANDBOOK, Sections 2.1, 2.12-2.15.

3. For selected staff positions, search procedures must conform to the policies of the Office of Human Resource Services.
4. Recruitment and selection of faculty follow the Administrative Regulations (AR II-1.0-1) and University Governing Regulations.

2.322 Other Functioning Ad Hoc Committees

A current list of functioning ad hoc committees may be found in the CFA HANDBOOK, Appendix IV.

2.4 College Governance

2.41 College Congress

A. Membership

The College Congress shall consist of its dean; the associate dean; all full-time faculty with the rank of instructor, assistant professor, associate professor, or professor; faculty with at least half-time and primary appointment in the College of Fine Arts; and full-time staff employees assigned to the College Administrative Office, the School of Music, the Departments of Art and Theatre, the Arts Administration program, and the Singletary Center for the Arts.

B. Meetings

1. The College Congress shall meet three times annually normally in August/September, January, and May.

2. The specific date for each College Congress shall be set by the dean in collaboration with the College Advisory Council.

3. Additional or special meetings of the College Congress may be called by the dean, a majority of the members of the College Advisory Council, or 10% of the College Congress by written request to the chair of the College Advisory Council.

4. The dean of the College, or his/her representative, shall preside over meetings of the College Congress.

C. Quorum

One-half of the voting members of the College Congress constitutes a quorum.

D. Duties and Responsibilities

1. The College Congress serves as a primary forum for College-wide communication, deliberation, and consultation on matters pertaining to the College as a whole. The College Congress also serves as a means to integrate College staff into the processes of communication, deliberation, and consultation.

2. Within the limits established by the regulations of the Board of Trustees and the policies of the University Senate, the College Congress as a whole is empowered to make and take action on recommendations dealing with the College's activities, mission, policies, and procedures.

3. Only the College of Fine Arts faculty as defined above (see A. Membership) may take action on recommendations dealing with the academic programs, policies, organization, and functions of the College.

4. The College Congress may review provisions of the rules of the College Congress and recommend changes and additions for approval.

5. The College Congress may delegate responsibilities to committees or other bodies formed from the Congress.

E. Procedures

1. The College Congress shall follow Robert's Rules of Order in its meetings.
2. The College of Fine Arts administrative assistant shall post and distribute the agenda for meetings, record minutes of the Congress, record attendance, maintain a list of modifications of rules, distribute documents as necessary, and distribute minutes after the chair of the College Advisory Council reviews them. The minutes are approved at the next College Congress meeting.

3. With a quorum, the College Congress may act on business forwarded to it or initiated at the meeting.

4. Without a quorum, discussions or presentations may occur and recommendations may be referred to the College Executive Council, the College Advisory Council, or the College Staff Council.

5. With or without a quorum, a motion may be entertained to include all members of the College Congress in a written vote by distributing ballots within five working days. The tabulation of these ballots shall occur within five working days. Ballots shall be tabulated by the chairs of the College Advisory Council and the Staff Council.

6. Every agenda of the College Congress shall allow new business or topics to be raised from the floor.

2.42 College Faculty Meetings

It may be necessary from time to time to convene a meeting of the College faculty to consider items of particular importance to the faculty.

A. Membership

Eligible members of the faculty are the dean; associate dean; all full-time faculty with the rank of instructor, assistant professor, associate professor, or professor; and faculty with at least half-time and primary appointment in the College of Fine Arts.
B. Meetings

Meetings are not regularly scheduled. Meetings may be called, and an agenda established, by any of the following:

• The dean.
• A vote of the College Advisory Council.
• A vote of the College Executive Council.
• Petition by at least one-quarter of the College faculty, as defined above, by written request to the chair of the College Advisory Council.

The specific date of the meeting shall be set by the dean in collaboration with the College Advisory Council.

Meetings will be chaired by the dean, or his/her representative, or the chair of the College Advisory Council, as determined by the College Advisory Council.

C. Quorum

3. With a quorum, the faculty may act on business forwarded to it or initiated at the meeting.

D. Duties and Responsibilities

Faculty meetings provide an opportunity for communication, deliberation, and consultation on matters pertaining to the College faculty. Faculty may make and take action on recommendations dealing with the academic programs, policies, organization, and functions of the College.

E. Procedures

1. Faculty meetings shall follow Robert’s Rules of Order.

2. The meeting shall elect a secretary who will record minutes of the meetings, record attendance, distribute ballots for votes, and distribute minutes of meetings. Minutes will be approved at the next faculty meeting.

3. Without a quorum, discussions or presentations may occur and recommendations may be referred to the College Executive Council, the College Advisory Council, or the dean.

4. With or without a quorum, a motion may be entertained to include all members of the faculty in a written vote by distributing ballots within five working days. The tabulation of these ballots shall occur within ten working days. Ballots will be tabulated by the chair of the College Advisory Council and the dean.

5. Every agenda of each faculty meeting shall allow new business or topics to be raised from the floor.

2.43 Strategic Plan Activities

The College of Fine Arts began implementing its Strategic Plan Initiatives in the fall of 1993. Every year the College faculty, staff, and
administrators meet at the end of the spring semester, normally at the final College Congress, to review the annual progress of the Strategic Plan Goals and Objectives and determine the direction of the initiatives for the coming year. A written account of reviews and decisions discussed during this College Congress will be distributed by fall semester to College Congress members and other designated persons. Departments and programs within the College are requested to take the annual College plan into consideration and develop their unit's goals and objectives by September of each year. Each unit's goals and objectives are disseminated for inclusion in the College Strategic Plan notebook.
3.0 EVALUATION PROCESSES AND PROCEDURES

3.1 Faculty Evaluation Processes and Procedures

Faculty are evaluated in the following ways. All full-time faculty are subject to a Faculty Performance Review. Non-tenured faculty are evaluated once a year on a calendar-year basis and tenured faculty are reviewed biennially.

All faculty are required to complete a DOE form. This document provides the percentage of activities for each category when evaluating the performance.

All tenure-track faculty are eligible to be considered for promotion and/or tenure.

3.11 Faculty Performance Review Process

A. Purpose

University regulations (AR II-1.0-5) mandate regular reviews of the performance of each faculty member for the primary purpose of individual and institutional self-improvement. The performance review has three objectives: to guide individual faculty members and department chairs in the continuing improvement of faculty and departments; to inform decisions about merit raises and salary adjustments; and as one source of information for decisions about appointment renewal, promotion, and tenure. Performance reviews document areas of strength and weakness related to expectations agreed on between the unit and the individual faculty member.

Each September, the dean will send a schedule for Faculty Performance Review and a Faculty Performance Report (Form #1) to all faculty being evaluated.
evaluated. The faculty member completes this form, which records teaching activities, scholarly and creative activity, and service.

Teaching activities include: class responsibilities, activities to improve teaching, awards and honors relative to teaching, grant applications applicable to instruction, graduate assignments (including theses, dissertations, and graduate committees), supervision of student work, and academic advising.

Scholarly and creative activities include: research and/or creative activities, whether completed or in progress; applications for grants; fellowships and leaves; and professional honors or awards.

Service includes: University, public, and professional service.

Form #1 activities should be consistent with responsibilities designated in the Distribution of Effort. Each faculty member will assemble and continue to develop a Teaching Portfolio documenting the faculty member's reflections and philosophy of teaching, as well as his or her achievements. The contents of this Portfolio are stipulated in the University's Administrative Regulations (AR II-1.0-5).

2. Review Process

The review process follows a calendar established by the University.

By the end of October, faculty will submit completed Portfolios and Faculty Performance Reports to their department chairs.

By the end of November, chairs and directors who head academic units will complete a Faculty Performance Evaluation (Form #2) for each faculty member and submit these forms to the dean.

During the fall term, chairs/directors will seek the advice of members of the department/school--from individuals, an advisory committee, or the department/school as a whole--in evaluating a faculty member's performance.

Chairs/directors and the dean may also consider other related materials during the evaluation process.

Prior to the end of January, the dean of the College and the appropriate chair/director will determine each faculty member's evaluation. The chair/director will meet with and communicate the results to the faculty member.

3. Ratings

The College of Fine Arts expects all faculty to perform at a high level. Within that context, faculty members will receive one of four ratings as a result of the review.

Below Expectation
At Expectation
Above Expectation or, for extraordinary achievement, Outstanding

. . . in each of the three areas specified in the Faculty Performance Report:

Teaching/Advising
Research and/or Creative Activity, and University, Professional, and Public Service.

Each faculty member's evaluation will also include comments from the dean and chair/director. Faculty will receive one of the four ratings listed above as a total cumulative rating for the period.
4. Appeals

At any time before a March deadline to be determined by the College and University calendars, faculty may appeal their evaluations at the College level. Appeals will be considered by the College Appeals Committee, which will make recommendations to the dean (see Appeals).

By the third week of March as governed by the University calendar, the dean will render decisions on appeals at the College level.

Subsequent to the dean's decision, faculty may make further appeals through the dean to a committee appointed by the chancellor. Requests for an appeal at this level must be submitted by an April deadline determined by that year's University calendar.

By the end of April, the chancellor's committee on appeals will render its decision.

5. Further Information

For further information on the Faculty Performance Review, consult:
- University of Kentucky Administrative Regulations (AR II-1.0-5).

3.12 Distribution of Effort (DOE)

A written agreement, the Distribution of Effort (DOE) Agreement, is developed annually between each faculty member and the appropriate chair/director. The DOE establishes the percentage of effort expected in teaching/advising, research and/or creative activities, and service during the following academic year. This agreement is consistent with the conditions by which the faculty position was established, and is signed by the faculty member, chair/director, and dean. In case of lack of agreement on the distribution of effort, the dean will become involved in resolving any issues. For further information on the DOE, faculty should refer to the University of Kentucky Faculty Handbook.

3.13 Second- and Fourth-Year Review of Untenured Faculty

Each academic unit shall develop and follow a procedure for second- and fourth-year review of untenured faculty based upon University policy as described in the University of Kentucky Faculty Handbook and AR II-1.0-5.

3.14 Guidelines for the Preparation of a Promotion and Tenure Dossier

See guidelines on the following pages.

3.2 Staff Evaluation Processes and Procedures

The performance review process for staff is referenced in Staff Personnel Policy and Procedures Administrative Regulations, Section 61.0. The dean reviews and signs Staff Evaluation Forms before the final forms are sent to permanent records in Wage and Salary.
In addition to the College of Fine Arts Guidelines provided below, faculty should also consult the *Administrative Regulations* (AR II-1.0-1, II H and III D).

**COLLEGE OF FINE ARTS**

**Guidelines**

**For the Preparation of a Promotion and Tenure Dossier**

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Approved by the College of Fine Arts
Faculty May 9, 1994
I. STANDARD FORMAT

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II. RESPONSIBILITIES OF CHAIR/DIRECTOR

The chair/director is responsible for preparing a Table of Contents, Section III., and Section V. through VIII. of Part One: Primary Materials in the candidate's dossier. The following offers a more specific explanation of the information requested.

Part One: Primary Materials

Table of Contents

Section III. Chair/director's recommendation
The chair/director's letter should be guided by the following statement cited from the Administration Regulations (AR II-1.0-1):

Descriptive statement by the chair/director regarding the candidate's performance in teaching, advising, research and service with an indication of the grounds for assessment of teaching (other than student evaluations). Evidence that the candidate has remained current in his/her field, and that this currency is reflected in the candidate's work. Where appropriate, the impact of the candidate's scholarly work on teaching could be cited.

NOTE:
If the candidate has a joint appointment, the recommendation of the chair/director of the other department, center, or institute also belongs in this section.

Section V. Personal Data
A. DOE forms since last promotion
Copies of the Differentiated Distribution of Effort Agreement since the last promotion.

B. Faculty Performance Evaluation.
Include Part I and II of this form since the candidate's appointment or last promotion.
NOTE: Also include Second- and Fourth-Year Reviews, and other written evaluation, when applicable.

C. Waiver of prior service, if applicable.

D. Description of Special Title Series Position, if applicable.

Section VI. Letters from External Evaluators
A. List of external evaluators.
The listing should be divided to indicate clearly the name or names suggested by the candidate and those suggested by the chair/director.

B. Brief biographical information on each evaluator.
The chair/director is responsible for writing a brief biographical statement on each external evaluator.

NOTE:
The candidate's only responsibility is to submit professional data on each of the four to six proposed external evaluators (See Note #1 next page). The submitted information may be used, however the statements themselves should be written by the chair/director.

C. Credentials of external evaluators.
All external evaluators should be asked to submit an up-to-date Curriculum Vitae with their letter.
D. **Letters from external evaluators.**
A minimum of three external letters must be solicited by the chair/director from qualified persons outside the University. These letters shall be obtained from appropriately qualified persons selected in part from, and in part independent of, suggestions offered by the candidate. Be advised that the review committees are most likely to be influenced by letters from impartial external evaluators who are acknowledged leaders in the field.

**NOTE:**
(1) It is the chair/director's responsibility to solicit the external letters. The candidate's participation extends to supplying the chair/director with four to six suggested names, addresses, telephone numbers, plus brief biographical data on each candidate.

(2) External evaluators should be asked to comment on research/creative activity in specific terms. It is important that they compare the quality of performance and the productivity of candidates with other individuals of similar rank or experience. Further, they need to indicate specifically the nature of their relationship with the candidate and their knowledge of the candidate's work.

(3) Letters from former professors, close friends, and former faculty colleagues may be accorded less weight than those from impartial evaluators unless they are recognized leaders in the candidate's field of specialization.

(4) It is imperative that the chair/director send samples of the candidate's work to the external evaluators, and the dossier should indicate what work was sent. The chair/director should consult with the candidate about the samples of work to send.

(5) For faculty whose creative activity is in the area of performance/exhibition, at least one of the official external evaluators may be invited to an on-site event during the last full year of the candidates's review when deemed appropriate.

(6) External evaluators should be informed that the University operates under the open record law and, therefore, letters cannot be confidential. However, as long as external evaluators state their honest, professional judgements as opinions, they are protected.

(7) All external letters received must be included in the dossier.

(8) The *Administrative Regulations* provide that the letters from external evaluators shall be made available to all tenured faculty members in the candidate's department/school prior to the faculty providing their individual written judgments to the department chair/director.

**Section VII. Internal Letters**

A. **Roster of department/school faculty members and their academic rank.**

B. **Written opinions from participating department/school faculty members.**
The chair/director is responsible for requesting evaluative letters from all tenured members of the department, directors of any multidisciplinary research centers or institutes with which the affected individuals are or will be associated. All full-time, non-tenured faculty members with the actual or equivalent rank of assistant professor or higher who have been members of the department/school for two years should be given the opportunity to write letters but are not required to do so. All letters requested shall be included in the candidate's dossier (see *Governing Regulations*, Part VII.B.5).

C. **Written opinions from other faculty members consulted.**
NOTE:
In the case of Joint Appointments, it is the dean's responsibility to solicit letters from the secondary department.

D. Student Letters

1. Undergraduate students.
The chair/director should solicit written opinions, particularly about instruction and advising, from selected undergraduate students.

2. Graduate students.
Same as above.

Section VIII. Procedural Steps Used by Individual Units

The chair/director should write a description of the procedural steps used within the department/school to conduct the candidate's review.
III. RESPONSIBILITIES OF THE CANDIDATE

The candidate is responsible for preparing Section IV. and certain items in Section VI. of Part One: Primary Materials, and all of Part Two: Supporting Materials of the dossier. The following offers a more specific explanation of the information required.

Part One: Primary Materials

Section III. Candidate's Curriculum Vitae.
See page 37: IV. Curriculum Vitae Standard Format

Section IV. Letters from External Evaluators

A. List of external evaluators
The candidate should submit the names of four to six possible external evaluators to the department chair/director. Include the address, telephone number, and brief biographical data for each name submitted.

NOTE:
(1) External evaluators should be recognized leaders in the candidate's field of specialization.
(2) The individuals recommended must be able to give an objective, unbiased judgment of the candidate's research and/or creative activity.
(3) Letters from former professors, close friends, and former faculty colleagues may be accorded less weight than those from impartial evaluators unless they are recognized leaders in the candidate's field of specialization. Prior familiarity with the candidate's work, however, is no bar to selection as an external evaluator.

B. Brief biographical information on each evaluator.
The chair/director is responsible for writing a brief biographical statement on each of the external evaluators selected. The candidate's responsibility is to provide a summary of the professional status and achievements of the four to six external evaluators proposed by the candidate.

Part Two: Supporting Materials

Table of Contents

Section I. Teaching

A. The Teaching Portfolio
The candidate's portfolio should be brought up to date and include the following items:

1. A personal statement of approach to and philosophy of teaching.
2. Samples of syllabi.
3. Samples of exams and other assignments.
4. A summary of teaching evaluations and written comments.
5. Course or curriculum development and/or innovations.
B. Other materials
Other items that illustrate teaching competency, such as nominations for and/or receipt of awards, work with student organizations, and any professional development activities that relate to the candidate's teaching.

Section II. Research/Creative Activity

A. Candidate's personal statement on research
This statement should identify the candidate's most significant professional contributions over the past six years and clarify any accomplishments that may otherwise remain confusing to reviewers. It is also appropriate to include an overview of the candidate's research objectives and plans. Ordinarily, this statement should not be longer than three to five pages in length.

B. Scholarly and creative productivity
Include in this section articles, books, catalogues, slides of artworks, scores, sound or video recordings of performances, and other documentation of scholarly and research productivity. Additional materials may include:

1. Reviews by external and internal referees.
2. Works accepted for publication, exhibition, and/or presentation but not yet released.
3. Grant, contract, and/or award proposals. Indicate proposals funded, proposals pending, and if desired, proposals not funded. The status of each proposal included should be indicated in the curriculum vitae.
4. Lists and/or copies of citations related to research/creative activity.
5. A written statement explaining and listing the contents of slide collections, sound recordings, videotapes, and films.

NOTE:
It is appropriate to identify the need for technology support to view and/or listen to supporting materials.

Section III. Service
Include all information and/or materials relating to professional, university, and/or public service for the past six years. When appropriate, candidates may include a personal statement commenting on the breadth, depth, and selected focus of their service.

Section IV. Additional Supporting Materials
Material in this section may include the following:

A. Any number of solicited letters that can objectively and fairly evaluate your teaching, research, and/or creative activity.

B. Copies of correspondence related to publications and scholarly or creative productivity, such as letters from editors or conference organizers that comment on the quality of your work.

C. Copies of letters of appreciation from past students which comment specifically on advising and/or classroom teaching.
D. Copies of letters of appreciation from individuals or public groups.

E. Copies of newspaper articles or other types of publications that comment on the candidate's professional work.

F. Copies of biographical citations or listings.

G. Copies of citations or references to the candidate's research/creativity.

MULTIDISCIPLINARY ASSESSMENT

When a candidate has been involved in the teaching of multi-disciplinary courses in the development of multidisciplinary research/programs, the candidate's chair/director should be requested to write to the other faculty involved in these efforts to obtain their assessment of the candidate's contributions.

ADDITIONAL RESPONSIBILITIES OF THE CANDIDATE

A. All materials should be placed in notebooks or in appropriate containers provided by the candidate.

B. Each notebook and/or container should be numbered and labeled. Containers should include a list of contents.

C. Each section of Part One and Part Two of the dossier should include a Table of Contents and be clearly tabbed.
IV. CURRICULUM VITAE -- STANDARD FORMAT

Full Name
Home Address
College Address

NOTE:
All information, in each category, should be provided in reverse chronological order.

I. EDUCATION
Suggested Format: Year of graduation, degree, institution, location
• Universities
  Include dissertation and/or thesis title and major professors, when applicable
• List additional professional training

II. PROFESSIONAL EXPERIENCE
Suggested Format: Year(s), position, place of employment, duties
• List only experience that applies to your promotion

III. TEACHING AND ADVISING
Suggested Format: Semester, year, course no., course title, enrollment, credit hours, contact hours
• List all courses taught in the last six years.
• List all masters and doctoral committee participation as well as the titles of all theses directed.
• When applicable, list any courses not named above taught since last promotion.
• List, by semester, formal advising duties and number of students.

IV. PROFESSIONAL PRODUCTIVITY
A. RESEARCH
1. Items in this section may include the following:
   Public performances
   Exhibitions/permanent collections (see following page for suggested format)
   Presentations (oral, audio and/or video)
   Recordings (audio and/or video)
   Applications or technical innovations (software)
   Articles published
   Books published
   Book chapters published
   Reviews published
   Other publications (i.e. articles in popular press)
   Forthcoming publications
   Papers read

2. List of works completed and in progress

NOTE:
(1) Suggested format for Creative and/or Performance Activity: Year, activity, location, description.

(2) When appropriate, sub-divide creative and performing activities according to status of event:
International, national, regional, state, local.
(3) Suggested format for citing publications: Items should be clearly identified and presented in a standard bibliographical format.

(4) List both creative and performing activities and publications under this heading in the order that is most appropriate to your field.

(5) Include a complete listing of all activities and publications for the last six years (and significant items from previous years).

**B. GRANTS AND AWARDS**

*Suggested Format:* Year, funding source, title, amount

Indication of status: Funded, pending, and not funded

Items in this section may include the following:
- External grants and awards
- University of Kentucky grants and awards
- Nominations of distinction

**V. SERVICE**

*Suggested Format:* Year(s) of service, position, duties, organization

Indicate status of event: International, national, regional, state, local

**A. PROFESSIONAL SERVICE**

Items in this section may include the following:
- Memberships (indicate appointed or elected positions)
- Chairing/organizing meetings, workshops, panels, etc.
- Invitations to review journals/publications/grants
- Invitations to present at conferences/symposia
- Invitations to serve on panels, or as moderator
- Invitations to serve as an adjudicator or clinician
- Other professional activities

**B. UNIVERSITY SERVICE**

Items in this section may include the following:
- University service
- College service
- Department/School service

**NOTE:**

Indicate clearly when you held an administrative role or carried leadership responsibilities.

**C. PUBLIC SERVICE**

Items in this section may include the following:
- Communities/schools
- Businesses/organization
- Boards/councils/commissions
- Other
V. EXHIBITION/PERMANENT COLLECTIONS
SUGGESTED FORMAT

Checklist

_____ Date
_____ Name of exhibition
_____ Exhibition space
_____ Location (city and state)
_____ Type: Invited/juried

_____ If juried: Name of adjudicator, if applicable

_____ (Optional) If juried: Exhibition rate

_____ Total number of pieces submitted, if available

_____ Total number of pieces accepted, if available

_____ Status of exhibition: Local/regional/national/international

_____ Title(s) of work(s)

_____ Award(s), if applicable

SAMPLES


- or -

DATE   EXHIBITION            TYPE      TITLE OF WORK
1988   North Florida Regional Juried     Untitled
        Florida State University National
        Tallahassee, FL

Notes: Juror--Elaine Dekooning; 215 pieces submitted; 80 pieces accepted; ink wash marker drawing; received HONORABLE MENTION
VI. CRITERIA OF EVALUATION FOR APPOINTMENT AND PROMOTION

The following citations for Regular Title Series and Special Title Series are quoted from the *Administrative Regulations* (AR II-1.0-1, V and VII).
INSERT PP. 41-45
VII. COLLEGE OF FINE ARTS STATEMENT REGARDING RESEARCH

For the College of Fine Arts, research is interpreted according to the following statement:

Faculty of the College of Fine Arts explore the diversity and complexity of human experience through research that is predicated on the understanding, analysis, and use of creative processes. This research employs a wide variety of tools, methods, avenues of expression, and laboratories.

Research in the College generally falls into two broad areas. One of these includes the history, criticism, theory, pedagogy, and technology of the arts. The results of research in these fields are disseminated through books, articles, catalogues, and presentations at scholarly meetings. The other broad area includes creativity and performance. This type of research is presented through public performance and exhibition, audio and visual recording, and applications of technical innovations.

Approved by the College of Fine Arts faculty and staff, January, 1993
VIII. DEPARTMENT/SCHOOL CHECKLIST
FOR PROMOTION AND TENURE

1. Chair/director's recommendation
   ______

2. Candidate's Curriculum Vitae
   ______

3. DOE's since last promotion
   ______

4. Faculty Merit Evaluation Reviews since last promotion
   ______

5. Waiver of prior service, if applicable
   ______

6. Special Title information, if applicable
   ______

7. List of external evaluators (List chair/director
   and candidate's list on one page)
   ______

8. Brief biographical information on each evaluator
   ______

9. Credentials of external evaluators
   ______

10. Letters from external evaluators
    ______

11. Roster of department/school faculty with rank
    ______

12. Participating faculty's written opinions
    ______

13. Written opinions of other faculty, when consulted
    ______

14. Written evaluations of undergraduate students or group
    ______

15. Written evaluations of graduate students or group
    ______

16. Procedural steps used by individual units
    ______

17. Candidate's Teaching Portfolio and other materials
    ______

18. Candidate's personal statement on Research
    ______

19. Scholarly and/or Creative Productivity
    ______

20. Candidate's materials on Service
    ______

21. Additional supporting materials, if applicable
    ______
IX. TYPICAL COLLEGE SCHEDULE FOR PROMOTION AND TENURE

Detailed schedule will be issued each year.

Spring Semester of the calendar year for promotion:

• **By April 15** the dean will notify chairs/directors of faculty members who are required to submit their promotion and tenure dossier in the fall semester.

• After receiving notification from the dean, the chair/directors will inform specific faculty members in writing of their status within three working days.

Fall Semester:

• **2nd week in August:**
  Letter from dean to chair/director regarding six year rule for promotion.

• **3rd week in August:**
  Chair/director to notify appropriate faculty eligible for promotion.

• **4th week in August:**
  Eligible faculty members must request promotion consideration in writing to the chair/director.

• **3rd week in October:**
  Submission of tenure and/or promotion dossier from candidate to chair/director.

• **3rd week in November:**
  P & T materials forwarded by chair/director to dean.

• **3rd week in November:**
  P & T materials forwarded by College's Advisory Committee on Promotion and Tenure.

• **2nd week in December:**
  College P & T Committee recommendations forwarded to dean.

• **2nd week in January:**
  Promotion and tenure dossiers due from Dean's Office to Chancellor's Office.

NOTE:
(1) The dean shall keep the candidate apprised of the status of the request.

(2) The associate dean will provide *General Information Session on the Tenure/Promotion Process and Guidelines* in late spring and will be available at any time for individual consultations.
4.0 BENEFITS AND RESPONSIBILITIES

4.1 College Benefits
Applicable to both Faculty and Staff

4.11 Travel and Professional Development Grant Policy

The College provides funding each year for the purpose of supporting faculty/staff travel and professional development. The dean informs faculty/staff of the availability of funds early in the fall semester, and these funds are distributed by the dean to the faculty/staff on a competitive basis. Priority consideration is given to persons serving as presenters at regional or national events. While these grants are intended primarily for out-of-state travel, requests for funding for regional or national meetings held in the Commonwealth will be given special consideration. Other kinds of professional development activities are encouraged, and support will be awarded based on the strength of the individual proposal.

Faculty/staff desiring this kind of support must complete a grant request form with the signature of their chair/director or supervisor. Faculty and staff should also attach invitation to participate or other support information. If possible, requests for support should be submitted by a fall deadline established by the dean; requests may be submitted after that deadline as long as funds are available. Grantees must follow procedures outlined in the Administrative Regulations, Personnel Policies and Procedures, and in the Kentucky Business Procedures (E-5-1).

The travel request form is included in Appendix V (a copy of the sample form may be submitted for your convenience).

4.12 Internal Overload Policy

Payment for a faculty/staff overload is based on the performance of an assignment designated by both the unit chair/director and the dean of the College as outside the initial or subsequently assigned appointment responsibilities. This assignment as an overload is understood to be willingly undertaken by the faculty/staff member, and is usually a University assignment outside the unit in which the faculty/staff member has the primary appointment.

The chair/director requesting the additional service of a full-time faculty/staff member would write a request for overload approval either to the faculty/staff member's chair, or if the faculty/staff member's chair is initiating the request, it should be sent to the dean. The request would include the duties/responsibilities, the amount of salary overload, manner of payment, and appropriate account number(s).

4.13 Smoking Policy

In compliance with the Governor's emergency order and University of Kentucky Lexington Campus regulations, smoking is not permitted in any College of Fine Arts building. This includes the Fine Arts Building, the Singletary Center for the Arts, the Reynolds Building, the Arts Metal Building, the Old Engineering Residence, 343-345 Columbia Avenue, the Washington Avenue House, and other spaces on campus which may be assigned to the College for its programs and activities.

4.14 Key Policy

A. Administration

1. The chair/director of each department or his/her designated agent will authorize the issuance of keys for rooms and spaces used specifically by the Department.

2. It is the responsibility of each Department to oversee key inventories, assess security needs, and enforce the
Key Policy for spaces under their jurisdiction.

B. Issuance of Keys/Approvals

1. Faculty, staff, students, or other persons needing keys should request a University of Kentucky Key Card from the appropriate unit chair/director or key agent.

2. After receiving the Key Card, the person requesting a key will present the form at the University of Kentucky Key Shop located in the Peterson Service Building. The Key Shop is open weekdays from 7:30 a.m. to 3:30 p.m. except during the lunch hour when it is closed from 12:00 to 12:45.

3. The Key Shop charges a key deposit in an amount dependent upon the type of key being issued. The key deposit for most offices and classrooms is $1.00.

C. Lost/Stolen Keys

1. University of Kentucky policy states that all keys are the responsibility of the individual to whom they are assigned.

2. In the event of a lost or stolen key, the chair/director or staff member in the appropriate department who oversees keys must be notified immediately.

3. Additional keys will not be issued until a Lost Key Report has been filed with the appropriate department.

4. The Department in which keys are lost will determine whether the lost key(s) will require a change of affected lock core(s).

5. If the key is subsequently found, the chair/director or staff member in the appropriate department who oversees keys should be informed immediately.

6. In cases of lost or stolen master or sub-master key(s), the appropriate
may conduct a formal inquiry to discern information regarding such loss and determine what action is necessary.

D. Responsibility for Return of Key(s)

1. It is the responsibility of persons who possess keys to return them to the University of Kentucky Key Shop at the time the keys are no longer needed.

2. Keys issued by the University of Kentucky are non-transferable and may not be duplicated.

3. Persons possessing keys must assume responsibility of spaces for which they hold keys.

4.15 Student Advising and Counseling Policy

A. Advising

1. Responsibilities

An important responsibility of faculty and selected staff is student advising. Advisors should be fully conversant with University academic requirements as well as requirements for the major and minor programs of those students they advise. Each academic unit within the College establishes its own advising procedures and assigns advisors to students prior to the advance registration period each semester. Each advisor should make times available for student advising appointments before advance registration.

2. Procedures

Each student is assigned a registration "window" by the Registrar's Office during which he or she may register. Prior to this time, the student should schedule an appointment with his or her individual advisor, during which...
 alternates. These choices are recorded on an advising form and signed by the student and the advisor. One copy is retained in the student's department, and the student brings the remaining copies to the Dean's Office.

Students are responsible for their own academic program. If any special documents are needed for a student to register in a course, it is the student's responsibility to secure these before coming to the Dean's Office with their advising form.

Once the advising form is completed, the Dean's Office will lift a computerized advising hold, enabling the student to register using UK-VIP telephone registration. Students may priority register only within the prescribed "window." The University also provides an opportunity to add and drop courses shortly before and after each term begins. Students eligible for priority registration who do not register in advance during this time may do so during late registration at the opening of the term.

B. Counseling

Faculty should make themselves available to students for consultation on a regular basis, either by providing regularly scheduled office hours each week or by arranging for appointments. Students should be encouraged to seek clarification about their work if they are in need of counsel. Those in need of non-academic or personal counseling outside the purview of the faculty member's expertise may be referred to the University's Counseling and Testing Center. Faculty should consult the University of Kentucky Faculty Handbook for further information on faculty responsibilities with respect to advising and counseling.

4.16 College Procedure for Student Complaints

A. Complaints Directed to the Dean

Students who have general complaints that do not relate to a specific course or instructor may see the dean or associate dean.

B. Complaints Directed to the Associate Dean

The associate dean sees students who have complaints related to a specific course or instructor upon request and ensures that proper consultation with the instructor and the chair takes place.

1. The student is referred to the instructor to discuss and resolve the complaint.

2. If no satisfactory resolution is reached, the student is directed next to the chair or director of the unit.

C. Unresolved Complaints

1. Undergraduate students whose complaints are not resolved are directed to the dean of the College, who shall ask the student to submit his/her complaint and requested outcome in writing, and shall inform the student that the complaint will be shared with the chair or director and the faculty member involved.

   a. The dean requests a written response from the faculty member which shall be shared with the student.

   b. The dean shall respond to the student with a recommended action. If resolution is not achieved, the dean shall advise the student of his/her rights and responsibilities including
academic due process provided by the Office of the Academic Ombud Services.

2. Graduate students whose complaints are not resolved are directed to the dean of the Graduate School.

3. For further guidelines information can be found in *Rules of the University Senate Governing Academic Relationships*, Section VI, Student Academic Affairs.

### 4.17 Grants Policy

All University grant applications must be received in the office of the chair/director two weeks prior to the deadline established by the appropriate officer in central administration in order to receive support of the chair/director and dean.

### 4.2 University Benefits and Responsibilities for Faculty

#### 4.21 Leave Statement

The University policy is stated in the University of Kentucky *Faculty Handbook* (Page 46, Information on Policies and Procedures), *Governing Regulations*, and *Administrative Regulations*.

##### 4.211 Sabbatical Leave Policy

College of Fine Arts faculty applying for sabbatical leave must submit a written proposal to the appropriate department chair/director, typically during the third week in November in the academic year preceding that of the intended sabbatical. A specific deadline for submission of sabbatical proposals will be announced each year. Sabbatical leave proposals are considered for approval by the unit chair/director, dean, and the chancellor based upon the merits of the proposal and whether the faculty member's teaching load can be effectively covered. For half-year sabbaticals, teaching loads must be accommodated in such a way as to mitigate the impact of the sabbatical on the department/school with the faculty member's lightest teaching load occurring during the sabbatical period.

Sabbatical leave proposals should include the following:

1. The period of time being requested for the sabbatical and a description of the sabbatical project.

2. An explanation of how the sabbatical leave will be used: project schedule, location of work, and a listing of tangible results with a projected date for completion.

3. A description of the faculty member's normal duties during the sabbatical leave period and suggestion of how those responsibilities will be covered and by whom.

4. A discussion of how the leave will benefit the faculty member, the department, the College, and the University.

5. A current curriculum vitae of the faculty member applying for the sabbatical leave.

For further specific University policies regarding Sabbatical Leaves, please consult the University of Kentucky *Faculty Handbook* and *Governing Regulations* (GR X.C.5).

#### 4.212 Leaves of Absence
The University of Kentucky offers various leave opportunities in addition to the sabbatical leave. The College of Fine Arts requests that applications for these Leaves be applied for in a timely manner so responsibilities can be reassigned. The University of Kentucky Faculty Handbook and GR X.C.5. provide information for the following Leaves:

- Vacation Leaves (GR X.C.2; AR I.1-7, AR II-1.1-8; AR II-1.3-2)
- Sick Leaves
- Family and Medical Leaves (AR II-1.1-12)
- Maternity Leases
- Scholarly Fellowship Leaves
- Educational Leaves
- Leaves for Political Activities
- Other Leaves with Pay
- Leaves Without Pay

4.22 Consulting and Other Outside Employment

College faculty concerned with external consulting or other outside employment should consult University policy as described in the University of Kentucky Faculty Handbook and in AR II-1.1-1.

4.23 Intellectual Property

College faculty concerned with intellectual property issues should consult University policy as described in the University of Kentucky Faculty Handbook and in AR II-1.1-3.

4.24 Conflict of Interest/Financial Disclosure Policy

College faculty involved in grant applications should consult AR II-4.0-4. The required forms are in Appendix V of this Handbook.

4.25 Absence Policy

Faculty may be absent for a variety of personal or professional reasons, some of which will be unforeseen. Unless an emergency prevents
advance preparation and notice, faculty should make prior arrangements to satisfy their teaching and service commitments during their absence. Faculty absent for emergency reasons should notify their chair/director or supervisor as soon as practicable. The College requires that faculty absent for any reason provide timely notification to their chair/director and dean by using a Faculty Absence Form, available in College and departmental offices. For additional information faculty should consult the University of Kentucky Faculty Handbook, which contains University absence policies.

4.3 University Benefits and Responsibilities for Staff

4.31 Attendance Policy

Specific attendance information is referenced in the Staff Personnel and Procedure Administrative Regulations (SPP and P), Sections 70.0-79.

4.32 Leaves

Specific information on these leaves is referenced in SPP and P, Sections 80.0-89.
- Vacation Leave
- Terminal Vacation
- Temporary Disability Leave
- Holiday Leave
- Funeral Attendance Leave
- Special Leaves
- Flex Leave
- Conversion of Temporary Disability Leave
- Family Medical Leave

4.33 Employee Development

Employee development policies are referenced in SPP and P, Sections 50.0-59.

4.34 Employee Benefits

Employee benefits are referenced in SPP and P, Sections 90.0-99.
APPENDICES

I. CFA Organizational Chart

II. College Services

III. Procedures for Initiating and Conducting Faculty Searches

Chart: Primary Responsibilities for Faculty Search Process

IV. Current Ad Hoc Committees

V. Standard College Forms
INSERT CHART
II. COLLEGE SERVICES

A. Director of Public Relations and Development

1. Public Relations Responsibilities

The director of Public Relations and Development reports to the dean of the College of Fine Arts. The director creates, implements, and oversees marketing strategies, media relations campaigns, and promotional materials for the College and its programs. The director is an official spokesperson for the College of Fine Arts. The director serves as a resource on public relations matters for departments and faculty within the College, and other arts groups.

The director of Public Relations and Development may assist only in the promotion of activities that are sponsored by the College or a department. While available for consultation, the director is not responsible for the promotion of a faculty member’s individual work, or his/her work with outside organizations.

2. Public Relations Procedures

a. Media Relations

The director of Public Relations and Development maintains an up-to-date media list of some 100 television, radio, and newspaper outlets in the Central Kentucky region. National media are handled on a case-by-case basis. News about the College is distributed to these outlets in various ways:

i. Public Service Calendars and College Calendar

Responsibility for publicity begins with the event organizer. He/she must discuss all story ideas with the director four weeks prior to the expected publication date. Since the control for publication rests with the media—not the director--alternative publicity sources will be

All events by College faculty and major student ensembles are listed on two calendars each year and distributed to media by August 30 and January 10. All College art, music, and theatre events are due in writing to the director by August 1 (for the Fall Semester) and December 1 (for the Spring Semester) to be included; those events at the Singletary Center must be confirmed at the Center, which then notifies the director. Events planned off campus may also be included if submitted to the director by the above dates. Changes to the calendar must be confirmed in writing; random calendar updates will be distributed to primary media as needed.

ii. Primary Media

Weekly calendar deadlines issued by the media are as follows:
- Herald-Leader -- Monday prior to Friday and Sunday publication
- Kernel -- Two weeks prior to Monday publication
- Communi-K -- Two weeks prior to the beginning of every month
- WUKY/WEKU-fm -- Two weeks prior to expected air date
- Local radio & TV, electronic calendars--one month prior to expected air date

All information submitted for calendar listings must be submitted in writing. Story deadlines are much earlier.

iii. Press Releases/PSAs

When news happens in the College, the director of Public Relations and Development will write and distribute press releases and public service announcements. Newsworthiness will be determined on a case-by-case basis, with emphasis given to stories and events that are 1) timely, 2) unique, 3) broad in their appeal, and/or 4) significant; the integrity and credibility of both the College and director will be preserved at all times.
reviewed at this time. All timely requests are given assistance. However, requests that require less than the above time allotment may not be fulfilled.

b. Advertising/Publications

The director of Public Relations and Development has no operating budget for event promotion. The director acts as a consultant for event organizers, and upon the dean's request will coordinate advertisements, publications, and mailing lists relative to the organizer's budget.

i. At this time, the director writes and produces promotions relating to:
   • College-sponsored events.
   • College recruiting materials.
   • College Commencement materials.
   • College alumni newsletters.
   • College calendars.
   • College development activities.
   • Fine Arts Institute.
   • University Artist Series.
   • Departmental activities approved by the dean and in cooperation with Departmental staff (ie: to handle labeling, stuffing, poster distribution, etc.).

ii. Deadlines for creating effective promotions primarily by UK's printing and mail services:
   • Initial discussion -- 3 months prior to activity.
   • Publication to printer -- 2 months prior.
   • Order mailing lists -- 2 months prior.
   • Advertisements -- 5 weeks prior.
   • Publication to Post Office -- 1 month prior.
   • Press Releases -- 4 weeks prior to activity.
   • Requests for assistance that require less than the above time allotment may not be fulfilled to organizer's satisfaction, and will likely increase the activities' budget.

c. Research and Awards Recognition

The director of Public Relations and Development regularly promotes the achievements of faculty and students to primary media, both internal and external. Information about accomplishments should be submitted on a timely basis to the director using College of Fine Arts Activity Reports; these are available from all chairs and directors.

d. Office of Public Relations

The College's director of Public Relations and Development works in cooperation with University of Kentucky's centralized Office of Public Relations (UKPR). That office produces telecasts and newsletters that are effective ways to publicize the College and its activities. It also manages a "Hometown News" machine that sends information about student achievements to local papers across the country. For these reasons, the College director of Public Relations and Development regularly distributes press releases and activity reports to UKPR, like other media outlets. While an event organizer may at any time choose to use UKPR, its media relations capabilities are the same as within the College--though less arts specific--and it no longer produces promotional brochures for campus groups.

3. Development Responsibilities
The dean is the chief fundraising officer for the College of Fine Arts. The director of Public Relations and Development assists the dean by coordinating the development activities within the College and its units. The director reports to the dean, and works in cooperation with the University of Kentucky Office of Development, the department chairs/directors, and other staff or faculty involved in fundraising activities. The dean establishes the fundraising priorities of the College and determines the director's role in each project. His/her involvement could include:

- Managing a campaign in its entirety.
- Cultivating prospects.
- Clearing corporate or individual prospects for cultivation.
- Consulting on fundraising events or materials.
- Soliciting gifts.

4. Development Procedures

a. All fundraising initiatives, no matter the amount of money needed, must be submitted to the dean for approval. Proposals should justify the need then include ideas for potential prospects, a cultivation plan, a timeline, the anticipated campaign budget, and the desired outcome. Proposals that support current College goals and objectives or fundraising priorities will be considered most favorably. Proposals should be submitted well in advance of the project's starting date to allow for effective campaign planning.

b. Once a proposal is approved, all potential donors of $500 or more must be cleared for solicitation through the College's director of Public Relations and Development, and University's Office of Development. This community offers limited corporate and individual resources, many of whom have already given or have been cultivated for a major gift to the University. The director can access RADAR, the on-line Alumni Development Record System, and determine a prospect's giving history and any University interests that are currently working with the prospect.

In such a case, this prospect may not be available for College of Fine Arts solicitation. Conversely, if a prospect is clear for cultivation, the director records the College's intentions for all others to see. The prospect's "record" provides a wealth of background information that can benefit a solicitor.

c. The director of Public Relations and Development also maintains a College of Fine Arts Prospect Book complete with information about the 50+ best prospects as determined by the dean and the faculty of the College. The director regularly updates this book with information provided by the faculty and staff. It is available for everyone's review.
B. Otis A. Singletary Center for the Arts

Mission Statement

Dedicated to the broadest principles of public culture, the University of Kentucky Singletary Center for the Arts will house those activities in the arts and related fields that provide cultural enrichment for the University campus, the Lexington community, and the Commonwealth of Kentucky. The Singletary Center is committed to the highest standards of academic and artistic excellence as befits the dual nature of public cultural events on a university campus.

The Center also has an obligation to initiate and promote programs for the cultural enhancement of the University, region, and Commonwealth.

To fulfill its mission, the Singletary Center for the Arts has established the following goals: to provide support facilities and services to create an environment where excellence can be achieved; to host programs for young artists and audiences that encourage the development of audience appreciation; and to maintain a continuing role as a working model for the presentation of arts activities for the University, the community, and the region in endeavoring to improve the quality of life for the Commonwealth.

1. Regulations Governing the Use of the Concert Hall and Recital Hall

a. The director of the Singletary Center for the Arts, as specified in AR II-8.3-4, shall be responsible for procedures and regulations regarding the use of the Concert Hall, Recital Hall, President’s Room, and necessary support space for each use.

b. Applications for use of the Concert Hall, Recital Hall, and President’s Room will be considered under the guidelines of the following criteria and no organization shall have any priority with respect to the use of these facilities, though normally:

i. Events will be given preference if an artist must be contracted and be of national and/or international reputation. Requests in the next fiscal year for such contracted programs should be received by December 1 in order to receive top priority.

ii. Ticketed events in the next fiscal year should apply for use of the facility by January 1.

iii. Non-ticketed events produced/sponsored by the School of Music and other College of Fine Arts units that open to the public should be scheduled by February 1.

iv. All other public events and related rehearsals are to be scheduled in order of receipt.

v. Non-public events will receive last priority.

c. University units and groups, including registered student organizations, may use these facilities provided their needs cannot be satisfied adequately in another facility. However, each event must be significantly related to the purposes or curricula of the University and, if a student event, has the approval of the faculty advisor. For events involving no admission fee, there will be no rental fee, but user groups will be expected to pay the operational costs involved for their particular event, according to an established schedule of fees. When an admission charge for an event is involved, an agreement between the sponsoring group and the Singletary Center for the Arts shall be negotiated in advance.
d. Non-University groups or agencies may apply for the use of the Concert Hall, Recital Hall, and/or President’s Room when the program to be presented is of an educational, cultural, or charitable nature, or other purposes as determined by the president or by the administrative officer to whom the president has delegated this responsibility in accordance with the regulations of the University.

e. Simultaneously occurring events will be scheduled when the activities are obviously non-interfering with each other, and at the discretion of the director.

f. The office of the director shall be responsible for managing and scheduling the facility in an effective manner.

g. When the Concert Hall, Recital Hall, and/or President’s Room are used by a non-University group, a contract between the group and the University will be negotiated in advance stating the charge for use and setting forth the responsibilities of the group and of the University. Charges for use shall conform to a schedule established by the Singletary Center for the Arts with approval of the dean of the College of Fine Arts and University administration.

h. The best interests of the University may make it necessary to occasionally give priority to or cancel one event in favor of another. When such a cancellation becomes necessary, the unit or group holding the reservation shall be given notice as far in advance as possible.

i. Any unit or organization using these facilities shall take proper care of the building and its equipment and shall be financially responsible for any damage thereto during use resulting from abuse or neglect.

j. Applications for use of the Concert Hall, Recital Hall, and/or President’s Room shall be made in advance on forms that are available in the office of the director in the Singletary Center.

2. Ticket Services

The Singletary Center for the Arts manages a full-service ticket sales operation that serves as both a University and a community ticket office. University departments, student organizations, and community arts groups utilize the Singletary Center ticket services for performances in venues throughout the region. Some of the organizations and venues serviced by the Singletary Center Ticket Office include:

Organizations
- Central Kentucky Youth Orchestras
- Chamber Music Society
- Frankfort Arts Foundation
- Lexington Ballet
- Lexington Community Chorus
- Lexington Men’s Chorus
- Lexington Philharmonic
- Opera of Central Kentucky
- Department of Theatre
- UK M.L. King Jr. Cultural Center
- UK School of Music

Venues
- ArtsPlace Theatre
- Kentucky Horse Center
- Lexington Opera House
- Singletary Center Concert Hall
- Singletary Center Recital Hall
- UK Briggs Theatre
- UK Guignol Theatre
- UK Memorial Hall

The Singletary Center Ticket Office handles both subscription and advance single ticket sales as well as door sales at any venue. Patrons benefit from convenient operating hours, free parking, flexible ticket exchanges, and replacement of lost tickets at no charge. Organizations are provided with additional free publicity, computerized ticket sales reports,
and updated patron mailing lists. At a reasonable cost, utilization of the Singletary Center Ticket Office permits groups to reallocate their resources to focus on organizational growth rather than day-to-day ticket sales burdens.

**Effective July 1, 1995, the Singletary Center for the Arts charges the following rates for its ticket services:**

**Ticket Office Use Fee:**
5% of gross ticket sales including transfers with a minimum charge of $50.00 and a maximum charge of $4,500.

**Ticket Sales Checks:**
Groups may receive one ticket sales check prior to the performance and the final reconciliation check at no charge. Additional checks are $20.00 each.

**Ticket Printing:**
Tickets printed through the computer system to be used as “hard tickets” for sale exclusively by the sponsor cost $0.20 per ticket.

**Mailing Lists:**
The cost for mailing lists provided by the Singletary Center Ticket Office is $0.01 per name with a minimum charge of $10.00 and a maximum charge of $50.00. Mailing lists with 1,000 names or less are available on labels, paper, or ASCII disk. Lists larger than 1,000 names are available on paper or ASCII disk. House books for individual events and subscriptions are available on paper at no charge.
C. Fine Arts Institute

1. Founding, Mission, and Operation

a. The College of Fine Arts founded the Fine Arts Institute in 1993 as an agency of the College to present non-credit, community education courses in the arts. This activity has the following mission statement:

The College of Fine Arts Institute shall develop, provide, and present arts programs to the general population seeking quality interaction and training in music, theatre, the visual arts, dance, and other related areas at reasonable and affordable fees.

The Institute shall advance the land grant mission of the University through the involvement of the College of Fine Arts in an effort to complement and advance community cultural development.

b. The Fine Arts Institute operates within the regulations of the University and Commonwealth pertaining to liability, structure, promotion, accountability, and equal opportunity.

c. The Fine Arts Institute is a self-supporting unit of the College of Fine Arts and utilizes registration fees and external grants to support program development and operation.

d. Class registration fees will be responsive to community needs, and programs will be developed (i.e. reduced fees or scholarships for disadvantaged students, senior citizens, etc.) to support segments of the community who would normally be unable to participate in such activities.

2. Governance

a. The Institute will be administered by a director who reports directly to the dean of the College of Fine Arts.

b. An Advisory Committee will be appointed by the dean to guide Institute development. The Advisory Committee shall be comprised of the Institute director, the associate dean, two members from each academic unit in the College (one will serve as the designated area coordinator), and two members from the community. The Advisory Committee may expand as needed when new programs are initiated in the Institute or in the College. Meetings of the Advisory Committee will be convened on a regular basis by the director. The dean may also request meetings of the Advisory Committee.

c. Area coordinators will be selected from each academic unit of the College and, in addition to serving on the Advisory Committee, will assist the director with program development, identification of Institute faculty, space allocation, student recruitment, and as community liaisons.

3. Director

a. Appointment

i. The director is appointed by the dean after consultation with the Fine Arts Institute Advisory Committee and College Executive Council.

ii. The term of the appointment for the director shall be three years and is renewable.

iii. The Institute Advisory Committee may make recommendations to the dean regarding the director's salary, duties, and responsibilities.
iv. The director shall have the prerogative to resign the position at any time with reasonable written notice to the dean.

b. Duties and Responsibilities

i. Assure the achievement of the mission of the Fine Arts Institute through the administration of all phases of the operation.

ii. Report to the dean of the College of Fine Arts in all matters relating to the Institute including budget, academic, personnel, and student affairs.

iii. Identify and seek public and private support for the Institute through development activities and external grants.

iv. Manage day-to-day operations of the Institute working with the Advisory Committee, area coordinators, staff, and students to facilitate optimal implementation of the plans and policies of the organization.

v. Assure the financial health of the Institute through fiscal responsibility.

vi. Design and implement the program which includes the scheduling of classes each term and develop partnerships.

vii. Select, oversee, and evaluate faculty teaching in the Institute.

c. Evaluation

The director will be provided with an annual written performance evaluation performed by the dean with input from the Advisory Committee. Information pertinent to the director's evaluation may also be garnered from Institute faculty and students.

4. Assessment of the Institute

a. Annual Report

The director will present an Annual Report of Institute activity by the end of each fiscal year to the dean of the College of Fine Arts and the Institute Advisory Committee. The annual report will contain a summary of budget, class offerings and enrollment, and other items pertinent to the Institute's mission. The Annual Report will also recommend a plan for the Institute for the subsequent year as well as present long-range goals.

b. Recommendation of the Advisory Committee

Within two weeks of receipt of the Annual Report, the Advisory Committee will issue a written recommendation to the dean assessing the performance of the Institute as it relates to its mission, and make recommendations for the future.

c. Action by the Dean

The dean will consider the Annual Report and the recommendation of the Advisory Committee and meet with the Institute director to establish plans for the coming year as well as for the long term.
III. PROCEDURES FOR INITIATING AND CONDUCTING FACULTY SEARCHES

1. A proposal for a faculty position may be brought forward to the dean by a unit that has assessed its need for replacement, allocation, or reallocation through whatever mechanism is established within that unit.

2. Based on action of the unit, the chair/director of the unit will make a recommendation to the dean for position replacement or reallocation, with justification. Available funds for salary ranges and the search process are ascertained by the chair/director and the dean.

3. The dean will discuss the position with the chair/director and with other program faculty if necessary for a comprehensive review of the needs.

4. Assuming the dean's agreement with the unit's recommendation, discussion is held with the chair/director regarding assignment, rank, title, and general salary parameters.

5. The dean will make a recommendation to the chancellor for permission to search. Upon receiving the chancellor's permission to undertake a search the dean informs the chair/director. At this time, the dean and chair/director discuss guidelines and procedures for expenditures.

6. The chair/director appoints a search committee following policies established by the unit and charges search committee with search goals and task of writing position announcement.

7. The committee and chair/director approve the search document in consultation with the dean. If necessary, the document is discussed with the Affirmative Action Office. Care should be taken to emphasize interest in women and minorities, and to select deadlines which are fair to all potential candidates and manageable for the unit.

8. The search document is distributed; advertisements and announcements are placed in professional journals and other publications as appropriate.

9. All application materials received are forwarded to the chair of the search committee. The committee chair reviews application and accompanying material and transmits it to the unit secretary who is responsible for maintaining the applicants' files.

10. The unit secretary assembles an individual folder for each candidate and organizes it alphabetically in the search file. All correspondence from the candidate, vitae, recordings, portfolios, videos, letters of recommendation and all supporting information will be kept in this folder. Any correspondence addressed specifically to the candidate or generally to all candidates should be copied to the folder.

11. The secretary sends a letter to candidates acknowledging receipt of application and places a copy in the folder of applicant.

12. Attached to the inside front cover of the folder is:

A. A check list recording mandated materials received and maintained by the secretary:
   
   _____ Letter of Application
   _____ Vitae
   _____ Letters of Recommendation
Transcript (must be requested of finalists)

Recordings, portfolio, etc. as required by particular search

B. A checklist for committee members to initial and record dates of their perusal.

13. It is the expectation that search committee members respect the confidentiality of candidates by exercising great care in seeking references or opinions concerning them. Contents of the file are subject to the Kentucky Open Records Law.

14. A general folder is compiled and maintained by the chair of the search committee. The files contain all general information about the specific search, such as job description, mailings, copies of all advertisements, generic letters to all candidates or to a specifically identified group, committee action or recommendation and such. This general search folder will become part of the permanent record of the search.

15. The pool is narrowed to six to eight candidates. The vitae and letters of recommendation are copied and sent to the dean. The committee selects two or three finalists. The dean is informed and discussion with the dean may follow prior to approval.

16. A check of finalists academic credentials should be made by the committee chair and unit chair/director after receiving permission for such action from the candidates. The results are communicated to the dean.

17. After final candidates are approved by the dean, they are invited to campus. Specific itinerary for campus interviews and schedule is established and communicated to the candidate.

18. The itinerary for an on-campus visit includes a meeting with the dean and an opportunity for the dean to view the candidate in an instructional setting. Meetings with other administrative and faculty personnel should be considered as recommended by the dean and the unit head.

19. After campus visits, the committee meets to reach a final decision and makes a recommendation to the chair/director.

20. If the unit head and dean accept the committee's recommendation, this decision is communicated to the faculty. The faculty is asked to approve recommendation of search committee by ballot, agreeing to the recommendation of assignment, rank, and tenure status. In the case of a disputed recommendation, the faculty should be afforded the opportunity for further discussion with the dean, chair/director, and/or the search committee to resolve the case and reach consensus. Arbitration of disputes rests with the dean. (See GR-X and AR II-1.0-1)

21. The recommendation of the committee and unit chair/director and the vote of faculty is communicated to the dean who negotiates with the candidate. If deliberations with the candidate are successful, the committee is dismissed, the unit head informs unsuccessful finalists by phone and all other applicants by mail of that decision. (If a pool of semi-finalists is selected earlier in the process, all non-semi-finalists are informed at
that point that they are no longer being considered.)

23. The dean writes a "letter of agreement" to the candidate, stating salary and other agreements reached relative to the appointment. When the candidate accepts the position in writing, the faculty is informed of the appointment.

24. A permanent file is created for the candidate. The Curriculum Vitae, transcripts, letter of agreement, and other important documents gathered during the search process are included. This official file is maintained in the Dean's Office and duplicated for the unit level file as appropriate.

25. An appointment form for a full-time faculty member is prepared by the College fiscal officer and sent to the candidate for signature. Upon return of that document, it is sent to the dean for signature. It is forwarded to the chancellor for signature, and returned to the Dean's Office and unit for filing.

26. Affirmative Action files are completed, giving the total number of the candidate pool, the number of women and minorities in that pool and as finalists.
IV. CURRENT AD HOC COMMITTEES

A. Benefit Committee

This group of faculty and staff serve as the individuals who are consulted about the broad issues relating to the ANNUAL GALA BENEFIT sponsored by College.

B. KERA Task Force

This group of faculty representing each academic departmental unit has developed its vision statement, goals, and objectives relating to the College's role in interacting with K-12 education. VISION STATEMENT: To prepare for the 21st century, the faculty and students at the University of Kentucky's College of Fine Arts will make a concerted effort to teach, promote, and support the arts in accordance with the Kentucky Education Reform Act (KERA) and the National Standards for Arts Education. Further, these activities will be designed to promote and nurture multi-cultural diversity. These efforts will target university students and faculty, the University community, and diverse organizations and individuals connected to the arts both directly and indirectly.

GOALS: 1) To provide opportunities for College of Fine Arts faculty members to explore developments relating to education reform. 2) To examine current College curricula and instructional practices and propose changes that address an evolving educational environment. 3) To maintain and create relationships that lead to partnerships and collaborations with Kentucky schools. 4) To promote the value of the Arts and their roles in educational reform.

C. Lucille C. Little Library and Learning Center Planning Committee

The chairs/directors of each unit, associate dean, one faculty member from each departmental unit, and the dean (who serves as chair) are charged with discussing concepts for this project as well as its impact on the Fine Arts Building.

D. Technology Advisory Committee

The dean, associate dean, faculty, and staff from departmental units are developing a Fine Arts Technology Center to serve as an integrated laboratory for instructional purposes.

E. Think Trust

The dean (who serves as facilitator), several faculty from each departmental unit, associate dean, and public relations/development director create, evaluate, and consider ideas.
V. STANDARD COLLEGE FORMS

List of Standard College Forms

1. Faculty Performance Report (Form 1)
2. Faculty Performance Evaluation (Form 2)
3. Distribution of Effort (DOE)
4. Faculty/Staff Development Out-of-State Travel Grant Request
5. Faculty Absence Report
6. Lost Key Report
7. Grant Application
   A. Internal Approval Form
   B. Disclosure of Financial Interest Form
8. Student Excused Absence Request