Process for Requesting Faculty Positions
Updated 9/19/2016

Overview:
All faculty positions are assigned at the prerogative of the Dean. Prior to initiating a formal process for a new faculty position or for filling a vacant faculty position, the unit head (typically the Department Chair) should engage in a conversation with the Dean to ensure that support exists for the position. Once this has been determined, the Department Chair initiates the process as follows:

Process:
1. The Chair prepares a signed Memo addressed to the Associate Dean for Academic and Faculty Affairs and to the Dean to request the establishment of a new faculty position or permission to fill a vacant position. Please use the memo template on the OAFA website.
2. If a Position Description is required, the Chair will consult with program faculty to prepare a signed position description appropriate to the faculty title series. Please view the position description templates on the OAFA website.
3. The Chair will submit materials electronically to the Associate Dean as follows:
   a. For a new or vacant position not requiring a position description, submit the signed Memo only
   b. For a new position that requires a position description, submit the signed Memo and the signed position description.
   c. For a vacant position that requires a position description with no changes, submit the signed Memo and the existing position description
   d. For a vacant position that requires a revised position description, submit the signed Memo, the signed position description with changes, and the existing position description.
4. If approved, the Associate Dean’s Office will forward the request through the Dean to the Provost for approval and notify you of the outcome. The Associate Dean’s Office will work with Chairs regarding any needed revisions or concerns.
5. Once the position has been approved by the Provost, the Chair may begin the search process by creating the search committee and contacting the Faculty & HR Administrator.
   a. The Faculty & HR Administrator will post the position on UK’s Jobs website.* Please provide details for the job posting to the Faculty & HR Administrator including position summary, requirements, and requests for external advertising.
   b. The position may also be posted via other venues such as Higher Ed Jobs, Inside Higher Ed, etc. Many of these venues will have a fee associated with them.
6. Applications can be reviewed as received for the position. However, an offer cannot be made until the position is “closed” on the UK Jobs website.

*Note: As of July 1, 2015, all faculty positions are required to be posted on the UK Job’s website. Candidates must apply online in order to be considered for the position.