Standard Operating Procedure for Voluntary Faculty Reappointments

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This process is completed for reappointments of voluntary faculty.

Overview
Voluntary faculty employees have an official faculty appointment and devote part of their time to a program in an educational unit, but receive no salary or traditional benefits such as health insurance or retirement). However, Voluntary Faculty do receive benefits that include access to the UK Libraries and access to several recreational and continuing education opportunities etc. Such faculty employees usually are self-employed or hold full-time or part-time positions with other institutions and agencies.

Process
Reappointment is initiated from AHEC every 5 years (2021 is the next cycle). 4th quarter of the year prior AHEC sends a department specific list of all voluntary faculty appointed by that department to each department for review to ascertain if they would like to renew the appointments.

The AHEC office mails, through the US Postal Service, a reappointment packet containing a notice of appointment form and change in status form to each voluntary faculty member to be reappointed.

1) Voluntary faculty members complete the reappointment packet and submit it back to the AHEC office along with a current CV for processing.
2) Associate AHEC Program Director emails or sends via inner office mail the required documents to the Faculty Administrator for committee approval and signature of the Dean
3) The Documents are then scanned, copied and sent to Charlotte Baker
4) Faculty administrator changes the board action in Faculty Database to provost level.
5) Approved documents are returned to the Office of Faculty Affairs to be filed in a secured Personnel Cabinet and to be scanned and saved electronically in the academic affairs folder (smb://ukhcdata.mc.uky.edu/dept/health sciences/CHS-Academic_Affairs/Voluntary Faculty).
6) Faculty Administrator notifies the Chair and Division Director when the appointment is approved.
7) Fully approved and executed E02s are sent back to Associate AHEC Program Director who then sends them to the Voluntary Faculty in a welcome packet.