



College of Health Sciences Faculty Handbook

PREFACE

The College of Health Sciences Faculty Handbook is intended to be an informative, useful guide with general information about the College. This Handbook does not form any portion of the contract between the faculty member and the institution.

The language in the Handbook does not supersede, supplement, alter, or serve as an official interpretation of the language of official University documents such as the *Rules of the University Senate*, the *Governing Regulations*, and the *Administrative Regulations* (GR and AR), the *Code of Student Conduct*, the *University of Kentucky Bulletin*, or other documents which are described in the Handbook. As stated in the University Faculty Handbook preface, specific questions regarding the rights and duties of University employees - including faculty employees - can only be resolved by reference to the appropriate official documents.

Efforts will be made to update the electronic version of the Faculty Handbook in November of each year. A limited number of hard copies will also be available. ***When the hard copy and electronic version differ, the electronic version should be considered the most current.***

Date of Faculty Approval:

January 1, 2017

Date of Dean's Approval:

February 22, 2017

University of Kentucky Websites

Regulations and Administration

- University of Kentucky Regulations and Procedures
(<http://www.uky.edu/Regs/>)
- Administrative Regulations
(<http://www.uky.edu/Regs/AR.HTM>)
- Governing Regulations
(<http://www.uky.edu/Regs/GR.HTM>)
- College Profile Reports
<http://www.uky.edu/IRPE/colleges.html>
- Strategic Plan (<http://www.uky.edu/ucapp/plan.htm>)
- Business Report
(http://www.uky.edu/OPBPA/business_plan.htm)
- University eForms
(<http://www.uky.edu/eForms/>)
- Enrollment Management Process Improvement
(<http://www.uky.edu/provost/current-major-initiatives/enrollment-management-process-improvement-empi>)
- MyUK Portal (<https://myuk.uky.edu/irj/portal>)

Faculty

- University of Kentucky Faculty Handbook
(<http://www.uky.edu/Provost/APFA/Handbook/>)
- University Senate
(<http://www.uky.edu/Senate/>)
- University Senate Rules and Regulations
(http://www.uky.edu/Faculty/Senate/rules_regulations/index.htm)
- Teaching and Academic Support Center (TASC)
(<http://www.uky.edu/TASC/index.php>)

Research

- University of Kentucky Research
(<http://www.research.uky.edu>)
- Office of Sponsored Projects Administration (OSPA)
(<http://www.research.uky.edu/ospa/>)
- Library system, databases (<http://www.uky.edu/Libraries/>)
- Authorship guidelines
(<http://www.research.uky.edu/faculty/authorship.html>)

Students/Education

- Undergraduate Bulletin
(<http://www.uky.edu/Registrar/Bulletin.htm>)
- Graduate School
(<http://www.research.uky.edu/gs/>)
- Graduate School Bulletin
(<http://www.research.uky.edu/gs/bulletin/bullinfo.shtml>)
- Director of Graduate Studies Policies and Procedures Manual
(<http://www.research.uky.edu/gs/dgsnotes.html>)
- Registrar
(<http://www.uky.edu/Registrar/>)
- Ombud
(<http://www.uky.edu/ombud/>)

Student Affairs (<http://www.uky.edu/deanofstudents>)
Blackboard
(<http://wiki.uky.edu/Blackboard/WikiPages/Home.aspx>)
Blood Borne Pathogen Exposure Policy
(<http://ukhealthcare.uky.edu/uhs/employee-health/exposure/>)

Behavioral Codes

Students Rights and Responsibilities

<http://www.uky.edu/deanofstudents/student-rights-and-responsibilities>

Behavioral Standards in Patient Care

(http://www.mc.uky.edu/learningcenter/Manuals/Behavioral-Standards-In-Patient-Care_2.pdf)

- (See under – Useful Links > Behavioral Codes
Health Sciences Student Professional Behavior Code
(http://www.uky.edu/Provost/AcademicCouncil/Past_Meetings/2007/February/HC_C_Behavior_Codes/HCCSPBC.pdf)

College of Health Sciences Websites

Faculty and Administration

College of Health Sciences

<https://www.uky.edu/chs/>

College Strategic Plan

https://www.uky.edu/chs/sites/chs.uky.edu/files/Biz_for_ms/Updates/CHS_StrategicPlan_9_21_16_final.docx

College Forms

<https://www.uky.edu/chs/purchasing-forms-policies-procedures>

Practice Plan

<http://www.uky.edu/regs/files/ar/ar3-14.pdf>

College Directory

<https://www.uky.edu/chs/directory>

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INTRODUCTION AND COLLEGE OVERVIEW

Program Descriptions

Athletic Training

The CAATE accredited two-year master's degree program in Athletic Training is designed to accommodate both NATA certified athletic trainers and NATA "certification eligible" athletic trainers. Course work and clinical experiences are designed to develop skills necessary to conduct research and increase proficiency in injury prevention, treatment, and rehabilitation. Graduates are prepared to become critical consumers of research and accepted clinical practices, advanced health care providers, and leaders in the clinical educational, and research endeavors of the profession. Graduate assistantships are available on a competitive basis. Funding for the assistantships is provided through the UK Department of Athletics, local sports medicine clinics, high schools, and other universities.

Clinical Nutrition

This program, in cooperation with the Graduate Center for Nutritional Sciences, offers a Master of Science degree in Nutritional Sciences. The goal of the program is to develop applied nutrition specialists who are knowledgeable in the metabolic changes that occur in normal and disease states. Opportunities for specialization are available in the areas of clinical nutrition/medical nutrition therapy, wellness and sports nutrition, community nutrition, and molecular and biochemical nutrition. In addition, concurrent participation in the American Dietetic Association (ADA) approved dietetic internships is possible. Continued doctoral study in Clinical Nutrition is also possible through the Graduate Center for Nutritional Sciences.

Communication Sciences & Disorders

This program offers both an undergraduate degree in communication sciences and disorders and a two-year master's degree in speech-language pathology. Students who complete the undergraduate and graduate degrees will typically meet the academic and clinical training requirements for the American Speech-Language-Hearing Association's Certificate of Clinical Competence in Speech-Language Pathology and for licensure in Kentucky and in most states with licensure requirements. Speech-language pathologists seek to help individuals across the lifespan with speech, language, hearing, and swallowing disorders. Program graduates are prepared to evaluate and treat problems related to speech sound production, comprehension and production of language, voice, stuttering, swallowing, orofacial anomalies, cognitive communication disorders, and hearing. They also provide counseling, education, vocational guidance and rehabilitation, and conduct research into problems of communication. Graduates are employed in a variety of settings, including schools, hospitals, rehabilitation centers, clinics, nursing homes, government agencies, private practice, and research laboratories. The graduate degree program is accredited by the American Speech-Language-Hearing Association's Council on Academic Accreditation.

Health Sciences Education & Research

The division offers a BHS degree in Clinical Leadership and Management (CLM) and Human Health Sciences (HHS).

CLM

The purpose of the program is to provide health care professionals with formal academic education and skills training needed to prepare them for healthcare leadership and management roles and responsibilities. The program offers a career ladder for professional advancement in the health sciences. Program graduates will be prepared to assume greater responsibilities at their current jobs, be better qualified for job promotions, and be positioned for graduate studies. This degree completion program accommodates freshmen, associates or transfer students from many allied health disciplines. The program also provides accessible course offerings for non-traditional students who may require part-time classes. Students may enter the CLM program through three tracks:

Track A is designed for health care professionals with an associate degree and work experience.
Track B is designed for freshman, entry-level students.
Track C is designed for an associates or freshmen level entry. This track is designed for student's in pursuit of a career in Long-term Care administration.

HHS

The HHS baccalaureate program prepares undergraduate students for future health care careers in a dynamic, inter-professional healthcare environment. Graduates of this program will have a strong foundation in the basic sciences and develop competencies in healthcare skills and knowledge, thereby maximizing professional career opportunities. This program offers a unique interdisciplinary education with a broad exposure to health care practices, policies and management for those seeking careers in healthcare. Specifically, the degree offers four options for students' interested in future graduate or professional study in Dentistry, Pharmacy, Physical Therapy, and Physician Assistant programs. This degree also prepares students for work in a variety of other fields, including mid-level management or supervision across healthcare environments, medical or pharmaceutical sales, and community health advocacy. Students graduating from this program would also be competitive for other graduate disciplines. The HHS program also offers a minor in Health Advocacy.

Medical Laboratory Science

The Medical Laboratory Science Program offers an undergraduate degree in medical laboratory science. Medical laboratory scientists are an integral part of the healthcare team as they provide vital laboratory information that assist in patient diagnosis, prognosis and treatment, as well as disease monitoring or prevention. The Program is offered at the Lexington campus and at Center of Excellence in Rural Health in Hazard. In addition, the Program offers a MLT (medical laboratory technician) to MLS (medical laboratory scientist) online articulation track for individuals that have an associate degree from a MLT program. The Program length is eighteen months and consists of course work and clinical experiences in which students are trained in all medical laboratory science disciplines and sub-disciplines. Students who successfully complete the undergraduate program are eligible for certification through the American Society for Clinical Pathology (ASCP) Board of Certification (BOC).

Physical Therapy

The University of Kentucky offers the professional Doctor of Physical Therapy (DPT) Program of study (121 semester hours completed over 36 months). Successful completion enables the graduate to qualify for PT licensure throughout the United States. The physical therapist is a health care professional that provides examination, evaluation, diagnosis, and prognosis for individuals who have a disease, condition, or impairment that results in activity limitations and/or movement dysfunction that imposes participation restrictions. The therapist then develops and provides interventions such as therapeutic exercise, soft tissue and joint mobilization, the application of thermal and cryotherapy modalities or electrical stimulation, functional training, ergonomic instruction, and education for the purpose of facilitating the return of function, managing pain, and improving quality of life. PTs also help individuals to prevent the loss of mobility before it occurs by developing fitness and wellness programs that facilitate healthier and more active lifestyles. Physical therapists may be employed in a variety of settings, including hospitals, rehabilitation settings, clinics, nursing homes, hospice, home health, school settings, and sports medicine. Additional post-professional graduate opportunities for physical therapists include the transitional DPT (post-professional coursework for practicing therapists) and the Ph.D. in Rehabilitation Sciences. The field is expected to grow faster than the national average for most careers. The program is accredited by the Commission for Accreditation of Physical Therapy Education (CAPTE).

Physician Assistant Studies

Graduates of the Physician Assistant Studies program are awarded a Master of Science in Physician Assistant Studies (MSPAS) following completion of a 29-month didactic and clinical curriculum.

Graduates are eligible to sit for the Physician Assistant National Certifying Examination (NCCPA). Following successful completion of the NCCPA exam, graduates are eligible to apply for state licensure to practice as certified Physician Assistants with supervision by a licensed medical or osteopathic physician. Although physician assistant privileges vary from state to state, typical duties include performing complete and problem focused history and physical examinations, ordering and interpreting laboratory tests, establishing a differential diagnoses and treatment plan, writing prescriptions, and educating patients. Physician assistants practice medicine in primary care, surgical, sub-specialty or hospital based settings.

The demand for physician assistants as non-physician providers in the health care delivery system is increasing as we work to help alleviate the workforce shortage of medical personnel, especially in the area of primary care medicine. The UK College of Health Sciences has hosted the Physician

Assistant Studies program for the past 41 years. The Program is accredited by the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA).

Ph.D. in Rehabilitation Sciences

The Rehabilitation Sciences Doctoral Program in the College of Health Sciences at the University of Kentucky is designed to produce research and academic leaders in rehabilitation sciences for the professions of athletic training, communication disorders, occupational therapy, and physical therapy. Our goal is to prepare capable academicians with a broad understanding of the rehabilitation sciences, expertise in their discipline, skills to fulfill leadership responsibilities, and demonstrated ability to advance knowledge through research and scholarship. Through academic, clinical, and leadership experiences, the program is designed to prepare graduates to be scholars, conduct rehabilitation-related research, teach at the university level, direct discipline-specific education programs, work in the rehabilitation services field, and collaborate with other professionals to provide leadership in rehabilitation health

CHS Mission Statements

The mission of the University of Kentucky, College of Health Sciences is to help the people of the Commonwealth of Kentucky and beyond to gain and retain the highest level of health through creative leadership and productivity in education, research, and service.

UK & CHS Strategic Plans

The University of Kentucky's 2015-2020 Strategic Plan may be viewed at the following website:
<http://www.uky.edu/strategic-plan/>

The College of Health Sciences' 2015-2021 Strategic Plan may be viewed at the following website:
<https://www.uky.edu/chs/academic-and-faculty-affairs> Follow links to CHS Resources- College Strategic Plan.

ADMINISTRATIVE STRUCTURE AND ROLE

Administrative Roles

The following are excerpts from the Governing and Administrative Regulations of the University of Kentucky. (<http://www.uky.edu/Regulations/>).

A comprehensive list of the roles and responsibilities for all CHS administrative services personnel can be found at <https://www.uky.edu/chs/administration>

Dean of the College

The Dean is the executive officer of a college and ex officio member of all college committees. It is the Dean's function to see that the Governing Regulations, the Administration Regulations, the Rules of the University Senate, and the rules of the college faculty are enforced. (GR VII, page 8; item 3 <http://www.uky.edu/regs/files/gr/gr7.pdf>)

Associate and Assistant Deans

The Offices of Academic and Faculty Affairs, Research, Student Affairs, and Finance and Administration are headed by the Associate Dean for Academic and Faculty Affairs, the Associate Dean for Research, the Assistant Dean for Student Affairs, and the Associated Dean of Operations, respectively. Additionally, the Associate Dean for Clinical Engagement is appointed to foster and promote clinical relationships and opportunities for the college. The general responsibility of these individuals is to provide support and guidance to the College through the efforts of the offices they lead. The responsibilities of the Offices of Academic and Faculty Affairs, Research, and Student Affairs are described below.

Department Chair

The chairperson works with the departmental faculty in the development, by the department, of policies on such matters as academic requirements, courses of study, class schedules, graduate and research programs, and service function. A department is a basic educational unit within a college for instruction, research, and extension in a defined field of learning. The chairperson has the administrative responsibility for implementing the department's program within the limits established by the regulations of the University, the policies of the University Senate, and the rules of the college and of any school of which it is a part. The term of the Chair in the College of Health Sciences is 4 years and may be renewed for a second term consistent with the ARs. (GR VII, pages 9-10; <http://www.uky.edu/regs/files/gr/gr7.pdf>)

Policies and procedures for conducting reviews of department chairs shall be specified and established jointly by the Dean and the College Faculty.

Division Director/Program Director

The Division Director/Program Director is the administrator for the discipline-specific programs (Divisions) within Departments. The Director represents the Division/Program to the Department Chair/Dean, serves as the program contact person, and coordinates program matters such as the Division/Program budget, distribution of faculty teaching effort, accreditation visits and reports, curriculum, course changes, and correspondence. The term of the Director in the College of Health Sciences is 4 years and may be renewed for a second term by the Chair, in consultation with the Dean. (GR VII, pages 10-11; <http://www.uky.edu/regs/files/gr/gr7.pdf>)

Director of Graduate Studies

A Director of Graduate Studies is appointed by the Dean of the Graduate School upon recommendation by the Chair in consultation with the respective Graduate Faculty and program Director. Directors of Graduate Studies are local representatives of graduate programs; provide for administration of their respective graduate programs; and act as the official liaison with the Graduate School. They also facilitate communication with the CHS Office of Student Affairs. (For additional information see the DGS *Policies and Procedures Manual* at <http://www.research.uky.edu/gS/FacultyandStaff/Documents/dgshandbook.pdf>)

College of Health Sciences Administrative Services

Within the College of Health Sciences Department of Administrative Services are the following offices that report to the Dean:

Office of Academic and Faculty Affairs

The Office of Academic and Faculty Affairs (OAFa) supports the academic mission of the College by providing leadership, oversight, and support for the development, growth, and maintenance of high quality educational programs. The Office offers guidance and assistance pertaining to accreditation-related activities; degree-program, curricular, and course matters; and other efforts to improve students' educational experiences and opportunities. With the full understanding that high quality education requires capable faculty, the Office promotes faculty growth and success by offering a structured new faculty orientation, ongoing faculty development activities, and support for creative educational initiatives. The Office also maintains faculty standard personnel files and provides oversight and administrative support to ensure that University procedures pertaining to faculty appointment and re-appointment, allocation of work effort, periodic and ongoing evaluation, and promotion and/or tenure are followed. The Office of Assessment within the OAFa oversees the design and implementation of processes and tools to assess the mission, strategic goals and services of the college and its programs. It manages data for strategic planning, assesses and reports student learning outcomes, maintains data for accreditation, and oversees college-level data collection, analysis, and reporting. The office responds to all institutional and external constituent requests for information.

Office of Advancement

The Office of Advancement creates opportunities for alumni, donors, and friends to connect to the college through meaningful events and partnerships. The Office increases the visibility of the College through marketing and public relations efforts, connect donors and alumni to the college in meaningful ways, and raise funds to enhance the College's ability to educate our future clinical, educational, and research leaders in allied health. The generous donations from alumni and friends of the College support much needed student scholarships, professorships, and research endeavors. This office works with administration, faculty, alumni, and friends to create partnerships that advance our mission

Office of Finance and Administration

The Office of Finance and Administration supports the College's academic, research and service efforts in managing financial resources. The Office is committed to providing cost effective, timely information. It aids the faculty by providing financial data that is accurate and useful. The Office provides policies and resources that affect business practices at the division, department, College, and University level.

Office of Research

The Office of Research provides overall management and support for faculty and staff grant programs and applications. It is responsible for building an internationally recognized research enterprise within the College of Health Sciences by creating and supporting interdisciplinary research teams across the Clinical and Rehabilitation Sciences Departments. It pursues that goal by providing general leadership, coordination and oversight to the research enterprise. The Office of Research also provides administrative and fiscal support to researchers including assistance in grant preparation, submission and management, research-related purchasing, interdepartmental, intercollegiate, and interagency communications, regulatory compliance, study coordination, etc.

Office of Student Affairs

The Office of Student Affairs provides services to prospective and currently enrolled students at the University of Kentucky and other institutions as well as to the applicants to our programs. Academic advising is a key component to the services provided by this office. Beyond scheduling classes, academic advisors assist students with registration, scholarships, advising, admissions, career goals, record information and graduation requirements.

Office of Technology Services

The Office of Technology Services provides up-to-date hardware, software, and support for students, faculty and staff. Its mission is to provide the highest quality technology-based services in the most

cost-effective manner in order to facilitate the College's mission as it applies to the management, teaching, learning, and community service. In addition to providing hardware and software support the Office can help answer questions pertaining to the need and implementation of the information and communication technology in the College.

College of Health Sciences Organizational Chart

<http://www.uky.edu/chs/organizational-chart>

Evaluation of Administrative Services Staff, Division/Program Directors and Department Chairs

A. Purpose

The purpose of the evaluation of Administrative Services Staff, Division/Program Directors and Department Chairs is to provide accountability and commitment to the College's vision, mission and values. The end goals are to maximize the effectiveness of each unit in carrying out its responsibilities and to provide feedback of performance for continuous improvement.

B. Definition of Administrative Staff, Division Directors and Department Chairs

For the purpose of this evaluation, the Administrative Staff, Division Directors and Department Chairs includes all those named in the CHS organizational chart

C. Bi-Annual Review

Evaluation will be conducted for all Administrative Staff, Division Directors and Department Chairs every other year.

All College faculty and staff will have the opportunity to evaluate the Administrative Staff. Division Directors will be evaluated by the faculty members within their division. Department Chairs will be evaluated by the faculty members within their department.

D. Evaluation Process

The process for evaluating Administrative Staff, Division Directors and Department Chairs will be overseen by the Associate Dean for Academic Affairs/Director of Assessment.

The content of the evaluation instruments will be created using the Job Analysis Questionnaires (JAQs) for each position. Additional input will be solicited from those being evaluated to incorporate responsibilities not included in the JAQs. Evaluation instruments will be reviewed and updated as needed to accommodate the needs of individual units and changes to roles and responsibilities.

College faculty and staff will be asked to provide their feedback via an electronic survey. The Director of Assessment will be responsible for the creation of the electronic survey instrument, its distribution to College faculty and staff, and the analysis and report writing of the results.

E. Distribution of Results

A summary of individual results will be provided to each Administrative Staff Member, Division Director and Department Chair, as well as to supervisors for these positions.

Administrative Committees

Executive Council

The Executive Council is the policy making body for the *administrative* functions within the College. The Council has the responsibility for oversight and management of the strategic plan, fiscal resources, and quality assurance for all aspects of College operations. The Council serves an advisory function to the Dean and participants include the Dean, the Associate Deans, Assistant Deans, and the Department Chairs.

Council of Directors and Administrators

The Dean of the College of Health Sciences convenes the Council of Directors and Administrators. The Council serves an advisory function to the Dean and consists of the Dean, all Associate and Assistant Deans the Department Chairs, the Director of Advancement, and Chairs of the Faculty and Staff Council, the Director of Information Technology and the Division/Program Directors.

Research Advisory Committee

The Research Advisory Committee (RAC) shall inform and advise the Dean on matters pertaining to research at the institutional level. At the college level, the RAC will advise the Dean on space and fund allocation pertaining to research activities, enhancement of research capacity focusing on the promotion of excellence in research, and the generation of funds to support it. The Committee shall be appointed by the Executive Council upon the recommendation of the Associate Dean for Research and shall consist of representatives from across the College's research enterprise. The Associate Dean for Research shall serve as the Committee Chairperson and the Dean shall serve as an ex officio member.

Appointment, Promotion and Tenure (AP&T) Committee

The Dean appoints this college committee annually after consultation with the Faculty Council. The Committee reviews dossiers and makes recommendations to the Dean concerning matters of faculty appointment, promotion, and tenure. (Rules governing appointments, promotion and tenure are found in AR 2:1-1 at <http://www.uky.edu/regq/files/ar/ar2-1-1.pdf> .

CHS Committee Voting Policy: The CHS AP&T Committee will include five tenured members and a minimum of two alternate members. The majority of the Committee should be faculty at the rank of Professor. In the event that a Committee member is unavailable/not qualified to participate in deliberations and voting for a candidate, qualified alternates will be considered. If both are qualified, appointment will be made using a randomized method. If a candidate for promotion and/or tenure is a member of the AP&T Committee member's Division, the Committee member will write a letter for the candidate's dossier and not participate in the Committee meeting or vote. If the candidate is a member of the Committee member's Department, but not the Division, the Committee member will not write a letter for the dossier, but will participate in the Committee Meeting and vote on the candidate. Academic rank is not a consideration in determining Committee member participation and vote on a candidate. In instances involving an application for appointment/promotion to Professor in a Department where there are fewer than 5 Professors , 5 additional Professors from the other department will be selected to write letters. Two are selected by the candidate and three are selected by the home Department Chair.

Appointment and Tenure & Promotion Appeals Committee

The purpose of this committee is to review appeals related to appointment, promotion, or tenure and to advise the Dean relative to the merits of the appeal. The Dean appoints members to this committee.

Safety and Security Committee

The purpose of the Safety and Security Committee is to promote the safety and security of faculty, staff, and students in the College of Health Sciences. To that end, the functions of the Committee include: 1) serving as a liaison between the College and the various individuals and agencies in the University charged with safety and security issues; 2) developing, disseminating and implementing the approved CHS Building Emergency Action Plan and Safety Procedures consistent with university guidelines and

requirements; 3) ensuring regular faculty and staff training and updates regarding safety and security procedures; and 4) maintaining records of Committee activities and materials consistent with university expectations.

Staff Council

The mission of the Staff Council is to serve as liaison between the Dean and CHS staff, facilitate staff professional development, and encourage sense of community. The Council, elected by CHS staff, meets regularly with the Dean to offer input on staff issues and coordinates and plans meetings and activities for staff development and to promote interactions between staff and faculty.

CHS FACULTY RULES AND PROCEDURES

The purpose of the Rules and Procedures of the Faculty of the College of Health Sciences is to promote effective and efficient conduct of the affairs of the College of Health Sciences and to supplement the Governing Regulations of the University of Kentucky, the Administrative Regulations and the Rules of the University Senate.

Authorization for the College Faculty Organization

The faculty of a college shall consist of its Dean, assistant and/or associate Deans and full-time and part-time faculty personnel having the rank of lecturer, instructor, assistant professor, associate professor or professor in the regular, special, research, or clinical title series. A college faculty also may extend membership, with or without voting privileges, to any other person assigned to it for administrative work, teaching or research. An individual may be assigned to more than one faculty; in this instance, one assignment shall be designated by the Provost or Dean as the primary appointment.

The faculty shall hold regularly scheduled meetings. In addition, it shall meet in special session on the call of the President of the University, the Provost, or the Dean of the college, or at the request of a prescribed number of its membership. Each college faculty shall establish the quorum for the transaction of business. College faculty meeting minutes shall be made available to all college faculty members.

Consistent with the Governing Regulations the Administrative Regulations (<http://www.uky.edu/regs/ar.htm>), and the Rules of the University Senate, the faculty of each college shall establish its own rules, including a committee or council structure necessary for the performance of the faculty's functions. After approval of these by the Provost, copies of the rules of the faculty and a description of its committee structure shall be made available to its members and copies filed with the secretary of the University Senate and the Senate Council office.

Within the limits established by the regulations of the University and the policies and the rules of the University Senate, the faculty of a college shall determine the educational policies of that college. It shall make recommendations to the University Senate on such matters as require the final approval of that body, and it may make recommendations on other matters to the University Senate, to the president, or to other administrative officials. The academic or scholastic requirements of a college may exceed, but not be lower than, those established for the institution as a whole by the University Senate or the Graduate Faculty. The University Senate must approve any such differences in standards.

A faculty of a college may delegate by rule a defined part of the determination of its educational policies to an assembly of the college, which shall consist of the faculty and designated student representatives. The number of students voting and the method of selecting these students shall be determined by the rules of the college. (Excerpt from Governing Regulations, Part VII, A4; <http://www.uky.edu/regs/files/gr/gr7.pdf>)

Organizational Structure of the Faculty

Membership and Privilege

- The College Faculty Membership consists of full-time and part-time professors, associate professors, assistant professors, clinical title series, research title series positions, instructors, and lecturers having appointments to any department within the College.
- College Faculty Membership may be extended to any person appointed by the College for administrative work, teaching or research (e.g., adjunct faculty, voluntary faculty, administrative staff), by a majority vote of the College faculty.
- All College Faculty Members have the right to submit items for the agenda and attend all College faculty meetings.
- Voting Faculty consists of professors, associate professors, assistant professors, instructors, and lecturers in all title series who are members of the College faculty, have full-time appointments

and whose primary appointment is in the College. Only voting faculty members are eligible to serve on the Faculty Council or the standing committees of the College.

- Voting Privileges may be extended to other members of the College faculty (e.g., part-time faculty, faculty with primary appointments in other colleges, adjunct faculty, voluntary faculty, and administrative staff) by a majority vote of the College faculty.

Officers and Staff

- **Presiding Officer**

The Dean of the College shall serve as chair of the faculty with the privilege to vote in the event of a tie vote of the faculty. The Dean is a non-voting ex officio member of the Faculty Council and all committees.

- **Recording Secretary – Staff**

The Dean's administrative assistant shall serve as recording secretary of the Faculty Meetings with responsibility to record and prepare the minutes for approval by a representative of Faculty Council prior to approval by the faculty as directed below.

Meetings

- **Regular Meetings**

Regular faculty meetings shall be scheduled bi-monthly during the fall and spring semesters with date, time and place to be determined by the Faculty Council in consultation with the Dean, except when they determine that a meeting is not necessary.

- **Special Meetings**

Special meetings may be called by the President of the University, the Provost, the Dean, or by written request to the Dean by eight (8) members of the voting faculty. The agenda shall be restricted to those items for which the meeting is called.

- **Agenda**

The agenda for each meeting shall be determined by the Dean in consultation with the Faculty Council. Items for the agenda must be submitted to the Dean at least ten working days prior to the scheduled meeting

- Any item proposed by a faculty member shall be considered for inclusion on the agenda by the Dean. Any item submitted to the Dean by a faculty member that has the written endorsement of five (5) voting members along with that of the initiator must be included on the agenda.
- The agenda of each regular faculty meeting shall be distributed to the faculty at least five working days prior to the scheduled meeting.

- **Quorum**

- A quorum of the faculty shall consist of fifty (50) percent of the voting membership who are not on leave of absence, sabbatical leave, or leave because of less than 12-month assignment period.
 - A simple majority of those present and voting shall be sufficient for a final decision on issues considered by the faculty.
- In the event that a faculty member knows ahead of time that (s)he will not be able to physically attend a meeting when a quorum is required for voting purposes, provisions can be made prior to the meeting where a vote is scheduled, to accept e-mail voting (within a reasonable and pre-determined time frame) to satisfy the quorum requirement.
- Meetings are open to anyone who wishes to attend.

- **Parliamentary Procedures**

- Faculty meetings shall be conducted according to Robert's Rules of Order, Revised <https://psd.ca.uky.edu/files/robertsrulesoforder.pdf>

- **Minutes**

- The minutes of each faculty meeting will be prepared by the recording secretary of the faculty and circulated to the faculty council chair or designated representative within 3 days following the meeting. They will then be circulated to the entire faculty within 10 days of the meeting.
- The recording secretary of the faculty is responsible for supervising the maintenance of files of the faculty meeting minutes and correspondence in the College administrative offices.

Faculty Membership, Rights and Responsibilities

All full-time faculty members whose primary appointments are in the College are voting members of the faculty. These include Deans, associate and assistant Deans, faculty in regular, special, clinical, and research title series positions, as well as lecturers and instructors.

All adjunct faculty, voluntary faculty, and part-time faculty of all ranks are non-voting members of the faculty as are those who hold secondary appointments in the College. These persons may, however, be considered for voting status. Administrative staff members employed full-time by the College may be considered for membership, either voting or non-voting. Faculty Council will review applications for non-voting membership and make their recommendation to faculty for approval or non-approval based on the established criteria. A faculty member's change in status will automatically precipitate review of the faculty member's voting status. (e.g., full-time to part-time).

The faculty shall have no management or administrative functions either in itself or through its committees except those listed below. The following are the faculty rights and responsibilities:

- To review and approve or disapprove recommendations on new courses, curricula and programs;
- To review, evaluate, and recommend appropriate changes in existing courses, curricula, programs and educational policies;
- To establish appropriate faculty committees and accept or reject their reports and recommendations;
- To review, evaluate and recommend appropriate changes in existing admission, retention and graduation requirements and standards;
- To initiate, review and approve or disapprove recommendations for new admission, retention and graduation requirements and standards;
- To handle other matters as may be delegated to it by the Governing Regulations of the University of Kentucky;
- To make recommendations, as deemed appropriate, to the Dean, the Provost, the President of the University, and the University Senate;
- To determine the form of the College's Student Advisory Council and its areas of responsibility as discussed in Section VI. 1.6 of the University Senate Rules.

The Code of Faculty Responsibilities applies to all faculty members and to all graduate students and others with teaching and/or research assignments in the sectors; these individuals are referred to collectively as "teaching and research personnel."

Faculty rights and responsibilities are described in the University Senate rules, SECTION VII at http://www.uky.edu/Faculty/Senate/rules_regulations/index.htm.

Discussion of general faculty and student relations, enforcement, sanctions, rights of the accused and complainants, etc. are described in the University Senate rules (see above link). For policies and procedures pertaining specifically to teaching and research assistants please refer to AR II-1.0-7.

Faculty Development and Mentoring

Faculty development and mentoring are important responsibilities jointly shared by College faculty and administration. The orientation process for new faculty begins when the faculty member accepts a position. The Department Chair provides the new faculty member with written materials pertaining to rights and responsibilities and expectations for new faculty prior to the faculty member's arrival on campus. The Human Resources (HR) Administrator in the Office of Academic and Faculty Affairs (OFA) uses the CHS onboarding checklist to ensure that faculty members are provided with necessary equipment and materials and acquaint them with specific procedural requirements consistent with HR policies. The OFA and Department ensure that all necessary documentation is filed and dossiers are prepared according to university guidelines so that the appointment process proceeds smoothly. Faculty are provided with funding

annually to support participation in faculty development activities.

The University provides an all-day New Faculty Orientation in early fall each year, and all College of Health Sciences new faculty are strongly encouraged to attend. The UK Orientation is followed by the CHS Fall Retreat which may include topics such as: presentation by the Dean regarding important college issues; review of the status of the CHS Strategic Plan, and a welcome reception for new and returning faculty and staff.

The Associate Dean for Academic and Faculty Affairs, in collaboration with the CHS Faculty Council, offers an extensive New Faculty Orientation workshop for new faculty that encompasses such topics as 1) history and background of the College; 2) Who's Who in the College and how to navigate college procedures and processes; 3) Annual Performance Reviews; 4) Annual Distribution of Effort processes; 5) how to be a successful instructor and researcher; and 6) promotion and/or tenure processes; and 7) College and University resources.

The CHS provides a structure for formal faculty mentoring with oversight by the CHS Associate Dean for Academic and Faculty Affairs. To facilitate 1:1 mentoring, the Department Chair, in consultation with the Division Director, identify appropriate mentoring faculty for each new faculty member. With the agreement of the CHS senior faculty member and new faculty member, the mentor-mentee relationship is established for one year. The mentor and mentee may choose to continue the relationship beyond the expected one-year commitment. The content and structure of the mentorship is individualized based on the needs and preferences of the pair.

Meetings with the Department Chair about Distribution of Effort allocation, Faculty Performance Review, and 2- and 4- year reviews provide faculty members with additional opportunities to assess skills and progress and to discuss faculty development strategies. Department Chairs and faculty provide suggestions to the Associate Dean regarding faculty development needs, and these form the basis for periodic workshops and activities available to all CHS faculty. In addition to these activities, periodic Grantsmanship sessions are also available. Faculty are encouraged to attend university-sponsored faculty development opportunities throughout the year. They also are provided with funding and release time to attend and participate in professional meetings.

Procedures for Implementation of Changes to College Committees and the Faculty Handbook

The Faculty Council will be responsible for updating the CHS Faculty Handbook annually.

- Minor changes which do not involve committee or policy changes can be made at the Faculty Council's discretion in consultation with the faculty and the Dean (e.g., links to websites, word corrections, changes in University policies);
- Policy changes that involve committee rules and regulations will need to:
 - Be approved by 2/3 of the Faculty Council members; and
 - Be brought to the full Faculty of the CHS and be approved by a simple majority (50%) of the voting membership.

CHS Faculty Governance

The Faculty Council and the standing committees described below are the means by which the College faculty exercises its rights and responsibilities and governs itself. The meetings of this Council shall generally be open to anyone who wishes to attend.

In general, Faculty who are elected or appointed to a committee will assume their position on July 1 of the election year. The only exception to this policy pertains to membership on the HCCC and University Senate. For these two bodies, official terms will begin in September. College administrative and faculty committee rosters will be updated yearly by July 1st of the current year and made available to faculty in hardcopy or digital form.

The Faculty Council

General Duties

- Shall follow Faculty Council Policies and Procedures as detailed in this Handbook;
- Shall maintain liaison with the departments, units, programs of the College, and with other Faculty Councils within the University;
- Shall serve upon request in an advisory capacity to the Dean;
- Shall develop and provide mechanisms to inform the faculty about University and College organizations (e.g., CHS faculty handbook, new faculty orientation, etc.);
- Shall interpret the Rules and Procedures of the College and may recommend to the faculty any modification thereof;
- May make recommendations to the faculty on any matters that should be addressed to the Dean of the College, the Provost, the President of the University, or the University Senate;
- Shall study and make recommendations relative to specific issues which have College-wide, long range impact;
- Shall review and evaluate existing educational policies and programs;
- Shall be responsible for conducting all College faculty elections. Shall appoint members of the standing faculty committees immediately following the election process, which will generally be concluded in April of each year. Shall appoint members of the standing faculty who may not be a current member of the FC, nor a current member of more than one faculty standing committee. No later than April 30th of each year, if possible, the Council shall approve the Chair-elect for each standing committee based on the recommendations from the respective committees. It shall inform the faculty of all committee appointments.
- May charge faculty standing committees with matters for study and recommendations;
- Shall be responsible for the organizing and planning of faculty enrichment;
- Shall be responsible for overseeing standing and ad hoc faculty committees in order to expedite faculty business
- Shall receive, review and recommend to faculty requests for voting and non-voting membership in the College Faculty organization.
- Shall act on behalf of the faculty when the faculty is unable to meet;
- Shall perform other responsibilities as delegated to it by the faculty.
- **College of Health Sciences Distinguished Scholar Award - (1 faculty recipient-ONLY)**
 - The Distinguished Scholar Award will be granted at the College level to recognize a faculty member who has made significant and lasting contributions to his or her discipline. The award is not dependent receipt of extramural funding. It is intended to recognize a distinguished body of work and its impact on the discipline over time.
 - Nominations may be made by any faculty member and must be in writing including a CV and discussion of the achievements/activities that qualify the recipient for the award. Submit the nomination to the Chairperson of Faculty Council. A subcommittee of the Faculty Council will make recommendations to the full Faculty Council about selection of the award. Nominations will be received in March, with specific calendar dates determined annually.

Membership

• Voting

- Six faculty representatives and two alternates will be elected from the voting membership of the faculty who are not regular members of the College's Administrative Council.
- The first and second alternates have voting privileges when substituting for an absent Council member.

• Non-voting

- The Dean serves as an ex officio member of Faculty Council.

Extending Voting Privilege Procedures

The Faculty Council will use the following guidelines in their review of applications for voting membership in the College and their recommendation to the faculty for approval or non-approval. Extending voting privilege is the business of the Faculty and a serious responsibility. A voting member should be conversant and considerably involved in the issues of curriculum and academic standing as they affect the major purpose of the College - the education of the students. Therefore, a voting member should have:

- Awareness of trends in the health professions and specific knowledge of issues, trends and academic preparation in the health professions;
- Familiarity with the needs and view of the students of the College through frequent personal contact;
- General knowledge of the policies, procedures, rules and regulations of the College, Medical Center and University;
- Specific knowledge of the assumptions, goals and objectives of the College and the Medical Center.
- Application for non-voting or voting status may be initiated by the applicant or his/her department chair by submitting a letter documenting how the individual fulfills one or more of the criteria below.
 - a) The prospective voting member shall have a major responsibility to direct teaching of students in the College in a numbered, for-credit course;
 - b) A major responsibility in research directly related to instruction of students in the College in a numbered, for-credit course;
 - c) Demonstrate an active interest and involvement in the business of the Faculty of the College by attendance at faculty meetings, service on committees, etc., as a non-voting member for the period of one year.

Elections to Faculty Council

- Nominations and elections to the Faculty Council shall take place during the month of April and shall be by paper or electronic ballot.
- If possible, twice as many eligible members of the faculty as there are places to be filled shall be nominated and their willingness to serve ascertained.
- Willing faculty members shall be voted on by the voting faculty of the College for membership in the Council.
 - The positions of alternates to Faculty Council will be filled by the two individuals with next highest vote counts.

Term of Office

- The term of office for Council members shall be for two years from July 1 to June 30.
- The term of office for alternates shall be for one year from July 1 to June 30.
- Only two consecutive terms as a full member may be served.

Vacancies

- If a member resigns or becomes ineligible to serve, the first alternate will become a member until the term of the member they are replacing expires.
- If the position of first alternate becomes vacant the second alternate shall become first

alternate.

- If the position of second alternate becomes vacant the member of the faculty who at the last election received the next highest number of votes shall serve in the position until the next election.

Removing Members of Faculty Council

- Faculty Council members who fail to attend at least 75% of the meetings in any academic year may be removed from office following review by Faculty Council at the end of the academic year.
- The review will examine extenuating circumstances that may have caused the violation. At the conclusion of the review, Faculty Council will vote on expulsion or retention of the member.

Responsibilities of Members and Alternates

- The members shall elect a chair and chair-elect;
- Members and alternates shall attend all scheduled meetings. The chair must be notified prior to each meeting of any inability to attend. Three absences without notification within one academic year will result in ineligibility to serve on the Faculty Council; and
- Members and alternates may submit items for the agenda.

Responsibilities of the Chair

- The Chair shall appoint a recording secretary for each meeting.
- The Chair shall appoint Council members or alternates to perform the following duties:
 - Coordinate elections;
 - Circulate committee preference list;
 - Generate correspondence as determined by the Council;
 - Report on Faculty Council activities at CHS Faculty meetings;
 - Serve as chair of the faculty meeting in the absence of the Dean or the Dean's representative;
 - Assure maintenance of an attendance record at Council meetings;
 - Notify the University Senate about the results of CHS senator selections;
 - Notify the HCCC about the results of CHS elections pertaining to this committee;
 - Notify the Dean's Office of all elections and committee appointments by May 1.

Recommendations and Reports

- Recommendations for action are made to the faculty.
- Interim or progress reports shall be presented to the faculty as needed or on request.
- An oral or written annual report of activities shall be presented to the faculty.

Meetings

- Regular meetings of the Faculty Council shall be held at least once a month during fall and spring semesters, except when a meeting is determined to not be necessary.
- Additional or special meetings of the Faculty Council may be called by the chair, alternate chair, or a majority of the Council members upon notifying the Council members at least one day prior to the meeting.
- A quorum of the Faculty Council shall consist of a simple majority of the voting membership.
- Faculty council meetings shall be conducted according to Roberts Rules of Order (<https://psd.ca.uky.edu/files/robertsrulesoforder.pdf>).
- Minutes of the Faculty Council shall be prepared by the member serving as recording secretary and circulated to all council members within seven working days. Copies of the Faculty Council minutes shall be placed on file and made available to the faculty in the College's administrative offices.

New Faculty Orientation

- Faculty Council in collaboration with the Associate Dean for Academic Affairs shall host orientation meetings at least once a year for new faculty members joining the College.
- Invitations to the orientation will be included in the welcoming letter extended by the Associate Dean/Chair of the Faculty along with a copy of the Faculty Handbook.

- The orientation meeting will be led by the Associate Dean/Chair of the Faculty Council along with others invited by the Faculty Council Chair and/or Associate Dean.
- Information to be presented to new faculty may include:
 - Relevant Governing Rules and Regulations of University;
 - Organization of the College;
 - Program descriptions;
 - Rules and Procedures of the Faculty Organization;
 - Medical Center Organization;
 - Promotion and Tenure Guidelines;
 - Faculty Evaluation process,
 - Distribution of Effort, and
 - Any other items of important at the time or of interest to new faculty.
- The Faculty Handbook shall serve as the basis of information provided during orientation.

Election Committee

Organizational Structure

- The committee consists of three members of Faculty Council. This group is a subcommittee of the
 - Faculty Council for the purpose of conducting faculty council elections.
 - Members are appointed for each academic year.
 - Members of the Committee shall decide who will call meeting(s) and provide Committee direction.

Responsibilities of Election Committee

- Shall coordinate any and all Faculty elections
- The election procedure will be as follows:
 - Determine number of vacancies (including alternate positions for all elected committees)
 - Determine eligible faculty members;
 - Request nominations (nominate double the number of vacancies, whenever possible);
 - Ascertain willingness of nominee to serve in descending order of frequency of nomination until double the number of vacancies is acquired;
 - Formulate the ballot and circulate by email to all voting faculty (see calendar for schedule);
 - Completed ballots may be returned by email to the Dean's Administrative Assistant or printed and deposited into a sealed ballot box;
 - After computation of the ballots, results will be disseminated to the faculty;
 - Ballots are then destroyed; and
 - A tabulation sheet of the ballots will be kept in Faculty Council files at least 1 year.

Election of Chair and Chair-Elect

- At the first meeting of the Academic year (typically in August), Faculty Council members will nominate and elect a Chair-Elect from the members having two-year tenure on the Council.
- The Chair and Chair-Elect should ideally be a senior faculty member with tenure.
 - Junior faculty are technically eligible to serve in this leadership role, but should only do so in direct consultation and with the approval of the junior faculty's Division Director and/or Department Chair.
- Under normal circumstances, the Chair-Elect will assume the duties of the Chair in the following year. Circumstances, however, may preclude this from happening (e.g., resignations, sabbatical, a change in position, etc). In such cases, the Faculty Council members will nominate and elect an incoming Chair from the members present on the Council the following year.

Ad Hoc Committees

- Ad hoc committees of the Faculty Council shall be formed at any time at the request of the Council in order to assist the Council in short-term projects such as social events, fact-finding efforts, or project

development.

- The ad hoc committees shall not perpetuate themselves beyond accomplishment of the tasks assigned by Faculty Council.
- Ad hoc committees shall be composed primarily of faculty other than those serving on Faculty Council or the Standing Committees. Some ad hoc committees may require the particular expertise or background of faculty members who serve these other groups.

Committee Appointments

Faculty Council should gather information from a variety of sources before appointing Standing and ad hoc committee members. This information may be collected when ballots for elections are sent out and returned to the Faculty Council for their consideration. Sources of information should include but not be limited to:

- Individual faculty concerning their own preferences for service;
- Individual faculty for their recommendations for service by other faculty; and
- Committees for their recommendations about particular needs (e.g., particular expertise needed, faculty they might recommend, and so on).

Faculty Council should consider several additional factors when making committee appointments.

Individual faculty member's willingness to serve is of primary importance for final appointment. However, recognition of some of the other factors may induce Faculty Council to consider faculty who have not indicated a preference and to seek their commitment to serve. These factors include but are not limited to:

- Faculty members commitment to existing standing committees;
- Collegial support for a faculty member to serve on committees;
- Recommendations of the current year's committee about needs which certain faculty could fulfill; and
- Where possible, distribution of appointments among faculty with an attempt to vary representation by tenure status, title series, department, and division.

Ad hoc committees that are formed at times other than when most committee assignments are made need not follow the same process for selection. Assignments should be based on Faculty Council's assessment of the needs represented by the charge to the committee and their determination of how best to make assignments.

Miscellaneous Policies

•Support Services

Individual members should arrange typing within their academic departments.

•Minutes of Faculty Council Meetings

Recording, typing, and distribution of the Minutes of Faculty Council Meetings will be the responsibility of Council members on a rotating basis. The Recorder will also provide a copy of Minutes for the permanent file in the Office of the Dean.

•Duplication of Materials

The duplication of Faculty Council documents (Agenda, Minutes, ballots for elections, etc.), and related supplies will be billed to the Dean's account. The Dean's offices will provide an access code for copy machine use.

•Permanent Record

Copies of all documents related to the Faculty Council will be kept in a permanent file maintained in the Dean's Office. Records will be maintained for the meetings of CHS Faculty, Faculty Council, all Standing Committees, and special committees.

•Agenda for CHS Faculty Meetings

The CHS Faculty meeting Agenda will be the responsibility of the Dean in consultation with the Faculty Council. The Agenda will be circulated at least five (5) days prior to the scheduled date of the Faculty meeting. The Chair of the Faculty Council will submit any action items from Faculty Council to the Dean 7 working days prior to the meeting.

Faculty Council Academic – Year Calendar

August

Council Meeting (beginning of academic year)

- Election of Council Co-chair, past year Co-chair becomes Chair
- Establish rotation for taking minutes
- Review previous year and establish goals and objectives for new year
- Assign Council Member to:
 - Council correspondence
 - Elections

Council Chair

- Solicit input from College faculty for agenda items
- Make appointment with Dean
- Notify Dean of Council Meeting dates and times
- Obtain updated faculty list and list of voting faculty from Dean's office
 - Obtain list of faculty/staff for bulk email of Faculty Council announcements. Arrange when proposed items for faculty meeting should be into Dean's office each month.
- Plan New Faculty Orientation with Associate Dean for Academic Affairs
- Ask to be advised of:
 - Administrative Council Meeting (Chair of Faculty Council or designated representative)
 - New faculty
 - Faculty leaving the College
 - Relevant correspondence from Senate or Provost
 - Discuss what support the Dean can provide for retreats
- Publish and update annually on the web:
 - List of voting members of the college
 - Committee members and chairs
 - College directory
- Chair assigns FC members to obtain reports from chairs of standing committees with oral reports to be made at monthly Faculty Council meetings.

September

Council Meetings

- In association with the Associate Dean for Academic Affairs, decide on date for new faculty orientation (should be no later than January) and begin planning
- Write letters to new faculty (Welcome, date for orientation and Faculty Manual)
- Decide on items for September Faculty Meeting

October

- Monitor Faculty Retreat Committee
- Monitor New Faculty Orientation
- Conduct routine business
- Begin update of CHS Faculty Handbook

November

- Review progress on Faculty Retreat, New Faculty Orientation and all committees
- Conduct routine business
- Update CHS Faculty Handbook

December

- Review progress on Faculty Retreat, New Faculty Orientation and all committees
- Establish meeting times for Spring Semester
- Schedule room for Council Meetings in Spring

January

- Solicit input from College faculty for agenda items

- Faculty Retreat
- Council member(s) in charge of elections should begin activity
- Conduct routine business
- Update voting faculty list from Dean's office
- Update CHS Faculty Handbook on College web site
- Send out requests for nominations for Distinguished Scholars Award

February

- Distribute ballots for nominations for Faculty Council, standing committees, and other elected positions
- Committee preference list and any other election that is necessary

March

- Distribute election ballots with names of nominees that have agreed to serve.
- Assure that results are available no later than April 15th
- Appoint Standing Committee members from preference list
- Disseminate letters of appointment to Standing Committees
- Conduct routine Business

April

- Send welcome letters to new Faculty Council members
- Review and approve proposed chairs for Standing Committees (announce to faculty)
- Decide on date for combined meeting of new and old Council members
- Review, revise and finalize CHS Faculty Handbook

May

- Decide on date for combined meeting of new and old Council members
- Remind Standing Committee Chairs that annual written reports are due in May
- Conduct routine business
- Meeting of old and new Council members, if time permits
- Review annual reports from Standing Committees if received
- Complete annual revision of CHS Faculty Handbook

The Academic Affairs Committee

General Duties

- Shall consider departmental proposals relative to admissions criteria and procedures; new courses, curricula and programs; changes in courses, curricula and programs; and the termination of courses, curricula and programs and makes a recommendation to the Associate Dean for Academic and Faculty Affairs;
- May review and recommend admission, retention and graduation standards and requirements;
- May review and recommend regarding the academic policies and programs of the college;
- Shall develop guidelines and schedules for the submission of proposed academic actions;
- Shall perform other responsibilities as delegated to it by the faculty or the Faculty Council;
- Shall submit in a timely manner a copy of the minutes of all meetings to the Chair of the Faculty Council and to the central files in the College administrative offices; and
- Shall submit an annual report to the Faculty Council and to the central file.

Membership

- Nine members appointed by the Faculty Council from the voting membership of the College faculty.
- Associate Dean for Academic and Faculty Affairs, ex officio, non-voting.
- Assistant Dean for Student Affairs, ex officio, non-voting.
- Term: Three years; no more than two consecutive terms may be served.

- Chair: In March of each year the Committee shall recommend a chair-elect to the Faculty Council, whose term shall be one year.
- Recommends and reports to College faculty.
- Meetings shall be held monthly during fall and spring semesters, or as needed; email communications may be used by the Committee to conduct business in place of or in addition to monthly meetings.

Application forms and guidelines for major and minor course changes, new courses, dropping courses, new undergraduate and graduate programs, changes in existing undergraduate and graduate programs, or suspension or deletion of existing programs are available through the UK Curriculog (<https://uky.curriculog.com/>).

Guidelines for the Course and Program Review and Approval process are available in Appendix 1 (APPENDICES) of this document. A CHS faculty approved ad hoc policy for determining the future of academic programs is outlined in Appendix 2 (APPENDICES)

The Committee on Student Affairs

General Duties

- Shall review, promote, and assist in activities related to student welfare;
- Shall promote, support and counsel the Student Advisory Council;
- Shall review and promote the mission and functions of the Office of Admissions and Student Affairs
- Shall provide counsel to the Assistant Dean for Office of Admissions and Student Affairs regarding the activities of that office;
- Shall provide criteria and selection assistance for the Dean's Awards, as requested;
- Shall develop guidelines and assist in the distribution of College financial aid, including scholarships, loan monies, and assistantships;
- Shall submit a copy of the minutes of all meetings in a timely manner to the Chair of the Faculty Council and to the central file in the College administrative offices;
- Shall serve to handle student appeals; and
- Shall submit an annual report to Faculty Council and to the central file.

Membership

- Four members appointed by the Faculty Council from the voting membership of the faculty.
- Associate Dean of Academic and Faculty Affairs, ex officio, voting.
- Assistant Dean of Student Affairs, ex officio, voting.
- Dean, ex officio, non-voting.
- Terms: Two years; no more than two consecutive terms may be served.
- Chair: In March of each year the Committee shall recommend a chair-elect to the Faculty Council, whose term shall be one year.
- Recommends and reports to College faculty.
- Meetings shall be held monthly during fall and spring semesters, or as needed.

Duties of the Chairperson

- Submit an annual summary report to Faculty Council by July 1 of each year;
- Call monthly meetings and set agenda for such meetings;
- Report on Committee of Student Affairs activities at CHS Faculty meetings; and
- May act on behalf of the Committee when an opinion is required.

Minutes

- Responsibility for taking minutes of the meeting is carried out on a rotational basis among members.
- The typing and dissemination of copies is undertaken by the Office of Student Affairs, including the forwarding of a copy to the Chair of Faculty Council.

Storage of Committee Files

- Responsibility for storing committee files, to include minutes of meeting and other records, shall be given to the Office of Student Affairs.
- The files shall be maintained as the permanent record of the Committee in all of its activities.

Relationship to the Office of Student Affairs

- Provide support to the Office of Student Affairs as this unit carries out its mission.
- Shall receive a report from the Assistant Dean of Student Affairs annual report, to include the objectives for the new academic year, at the first meeting of the fall semester.

Dean's Awards

- Promote the Dean's Awards and give assistance to the Dean in the development of criteria or in the selection process, as requested.

Financial Aid

- Assist in the distribution of College financial aid, such as scholarships, loans, and assistantships.

- Oversee the College Emergency Loan Fund.
 - The Director of Student Affairs shall meet with the Chair or designee to review each loan application.
- The applicant must be currently enrolled in the College, or, if the application is received between terms, present evidence that he/she will be enrolled within 45 days

APPOINTMENTS AND PERFORMANCE REVIEW

Appointments

The process of appointment (initial, reappointment, terminal reappointment, joint appointment, post-retirement appointment, or decision of non-renewal) is described in the Administrative Regulations, Chapter 2:1-1. (<http://www.uky.edu/regs/files/ar/ar2-1-1.pdf>) and in the Governing Regulations, GR X (<http://www.uky.edu/regs/files/gr/gr10.pdf>).

The CHS requires that the Department Chair begin the appointment process by requesting permission to hire from the Dean via a memo. Once the Dean approves the request, the memo is forwarded to the Provost's office for approval with special notification made regarding any changes to the position, if applicable.

Following approval of the request to hire and approval of the position description, if required, the Chair appoints and charges a search committee to conduct the search and provide recommendations to the Chair. The position is advertised on the UK Jobs website for a minimum of two (2) weeks. Effort is made to recruit from a diverse population through external advertising on HigherEdJobs.com, InsideHigherEdJobs.com, Diverse Issues in Higher Education, and America's Job Exchange which runs concurrently with the posting on the UK Jobs website.

Once the position closes, the search committee reviews the applicants and conducts interviews with candidates who meet the established criteria for the position and are judged to be the most competitive. After consultation with program faculty, the Dean, and personnel from the Office of Finance and Administration, the Chair presents the selected candidate with a letter of offer that meets university requirements. Once the candidate accepts, progress on the appointment paperwork begins and the individual is entered into the University's Faculty Database. The paperwork/dossier requirements vary based on the rank and title series of the new hire. For individuals at the rank of Associate Professor or higher, a full dossier is compiled and internal and external letters from consulted faculty (tenured faculty in the Department) are inserted. The Dossier Checklist and Matrix of Dossier contents provided by the University are used as guidelines to ensure all appropriate documents are included. The Department Chair reviews the dossier, reviews all internal and external letters from consulted faculty, and prepares a letter of recommendation. The dossier, including all letters, is presented to the Dean's Office. The CHS Appointment, Promotion, and Tenure committee is convened to discuss the candidate, review the completed dossier, and prepare a letter of recommendation. Taking into consideration the entire dossier and all letters, the Dean writes a letter of recommendation regarding the faculty member's qualifications for the appointment. The dossier is then forwarded for review and recommendation by the external Area Committee and on to the Provost. For individuals at the rank of Assistant Professor or Lecturer, a lesser amount of information is compiled including the candidate's curriculum vita, official transcripts, letter of offer, and other supporting documents. For all candidates, regardless of rank or title series, the appointment paperwork is sent to the Provost's office for final approval.

NOTE: The Standard Personnel File for each faculty member is kept and maintained in the Dean's Office and is available for review by the respective faculty member upon request

Distribution of Effort (DOE)

The DOE is an instrument, which is directly tied to both establishing expectations for faculty productivity as well as establishing outcome measures for annual performance review. On initial appointment, a DOE will be negotiated between the Department Chair, Division Director, and the new faculty hire, and approved by the Dean. In spring of each year, faculty are provided information about the process for preparing a DOE for the upcoming academic year. They are instructed to complete the steps below according to the deadlines provided in the annual instructions:

- Faculty, Directors, and Chairs initiate DOE discussions within the Department. These are to be completed in sufficient time for Chair to prepare and submit electronic DOE documents to the Dean by the stated due date
- Faculty contact Dept Administrative Assistant to schedule DOE meeting with Chair during the designated window of time
- Faculty submit proposed DOE to Division Director; Division Director reviews and submits to Chair for discussion and approval
- Prior to meeting with individual faculty, the Chair submits electronic DOE documents to Dean, including: 1) summary DOE sheet for each Division/program; 2) list of DOE items for discussion; 3) DOE worksheets for each faculty member. The Chair and Dean meet to discuss DOEs
- Individual Chair/Faculty DOE meetings conducted; decision about involvement of Directors in process decided at the Dept level
- Administrative Assistants input finalized DOEs for faculty/Chair signature;
- Chair submits signed DOEs and adjusted summary DOE sheets to Dean's Office
- Completed and signed DOEs are placed in faculty standard personnel files
- Process completed. Adjustments shall be made throughout the year for any change in DOE assignment exceeding 5%

Annual Performance Review Policies

General Policy

All full-time faculty in the CHS are required to participate in an annual performance review (APR). For tenured faculty, APR's will be conducted every two years (or annually, if requested by the faculty member or administration), with the APR coinciding with the first year of the budgetary biennium. For non-tenured faculty, an APR will be completed every year. The guidelines for APR are described in the Administrative Regulations 3:10.

<http://www.uky.edu/regsf/files/ar/ar3-10.pdf>

A performance review is required for consideration for a merit raise. The College guidelines for conducting annual performance reviews are as follows:

- Before the start of each academic year, Department Chairs negotiate annual DOE's with faculty members, keeping in mind the Division, Department, and College goals and objectives, the title series and rank of the faculty member, and, if appropriate, the approved position description.
- Five faculty members and an alternate are appointed to an appeals panel by the Dean prior to the start of the performance review process. Selection of panel members will be such that they represent panel of peers, including adequately representing the programs, title series and ranks in the College.
- With the assistance of assigned administrative assistants, faculty update their information in Digital Measures.
- The Faculty Performance Review memorandum is sent to all faculty on behalf of the Department Chairs early each fall. The memorandum contains instructions and deadlines regarding the process.
- Faculty members submit an updated vita to the Dean's Office by the designated due date. The updated vita are placed in the faculty standard personnel files consistent with

- UK administrative regulations.
- Faculty member submit requests to Chairs for input from individuals outside the unit as appropriate (e.g., clinical practice employer). Requests should include the name, email address, and/or postal address of the employer/reference. The Chair sends an *Outside Recommendation Request* to the employer/reference for input.
- After entering all updated information into Digital Measures, faculty members print out a *Faculty Performance Review Report* available in Digital Measures. **The faculty member is responsible for reviewing the report and making all needed changes on the report electronically.** Once the faculty member is satisfied that the report accurately reflects his or her activities and accomplishments, the report is submitted to the Director electronically along with supporting documentation, as described below.
 - *Updated Teaching Portfolio.* The Teaching Portfolio should be a historical record of teaching to include the required information. Please follow the additional guidelines regarding the inclusion of Teacher Course Evaluations (TCEs):
 - TCEs should be included for the fall term prior to the review period (i.e., Fall 2014 forms should be provided for faculty completing the 2015 review).
 - TCEs should include student written comments as well as numerical scores. The faculty member may make notes pertaining to students comments or provide a separate written response to the TCEs as desired.
 - For classes with fewer than 5 students, faculty must provide alternative evidence of evaluation of teaching, such as peer review, informal written evaluations, evaluations provided by experts (e.g., CELT personnel), etc. Faculty may include TCE evaluations for these small classes, but these results will not be accepted as the primary source of evaluation.
 - *Supporting documentation and materials.* Faculty may include example(s) of research or creative activity and other information relevant to the review as desired.
 - *Curriculum vita.*
- After review, the Director provides comments and submits the FPRR and packet to the Chair. The Chair reviews the materials, provides additional comments and recommends a rating, and submits the recommendation to the Dean. Chair comments consist of a summative evaluation considering both the quality and quantity for each major DOE activity as well as an overall judgment based on the information gathered and the Department Chair's own judgment of faculty performance.
- The overall evaluation is not additive. The final placement of the faculty member into any given evaluation category is not a matter of averaging or totaling a series of judgments made about each DOE category. Rather, the Form is used to record these judgments. Factors considered in assigning an overall performance rating include but are not limited to:
 - % DOE in specific areas;
 - Quality of teaching portfolio;
 - Quantity and quality of publications;
 - Number and quality of grant submissions;
 - Quality and quantity of service and/or patient care contributions;
 - Quantity and quality of administrative contributions;
 - Faculty rank and title series; and
 - Extraordinary circumstances (e.g., personal/professional development showing strong progress toward a doctoral degree or the receipt of a doctoral degree or special certification).
- The overall "Exceptional Contribution" category is reserved for those few whose contributions have attained special recognition, given an extraordinary effort, and/or have excelled due to personal effort, expertise and sacrifice.
- The "Failure to Make Reasonable Contribution" category may be used when a faculty member's performance fails to contribute positively to the organization. This might include failing to perform at a level consistent with one's title series, failure to carry out a reasonable work load, and/or failure to exhibit a level of quality that meets standards deemed reasonable for the individual's position, experience, etc. Whenever a faculty member's performance is judged to fall in this category, the rater should indicate what activities are recommended to make improvements.

- The Chair and faculty members meet to discuss the evaluation, share justifications for ratings if necessary, and discuss tentative goals for the next year.
- After meeting with the Chair faculty will sign the APR form, acknowledging they have received the form and have discussed its contents with the Chair. Providing a signature does not imply agreement with the evaluation. If the faculty member disagrees with the evaluation, he/she should check the box indicating "*I disagree and may appeal this evaluation*".
- Once the FPRR is signed, copies are provided to the faculty member, and the Report becomes part of the faculty member's Standard Personnel File. Consequently, this Report should represent the faculty member's best and most complete effort.
- Each year, an Executive Council analysis of the narratives and comments reflected in the faculty evaluations will be conducted to identify general areas of needed improvement that can be addressed through various faculty development mechanisms.
- Faculty members who believe their performance has been incorrectly or inadequately judged are strongly encouraged to follow the appeal process and seek a review by an independent and impartial panel of their peers.

Appeal Process for Annual Performance Review

Faculty have the right to appeal the ratings given by the chair during the Annual Performance Review (APR). The following process will be used to guide these appeals.

- The dean will appoint an appeals committee of five faculty members at the beginning of the fall term.
- The department chair will meet with the faculty member to review final ratings on the APR.
- If the faculty member disagrees with the rating, he/she has the opportunity to provide additional documentation to support his/her position.
- The department chair will review the additional information and will make a judgment.
- This judgment by the department chair will represent the final evaluation.
- If the faculty member continues to disagree with the evaluation, he/she should indicate the desire to appeal by checking the appropriate space on the APR form. He/she should also write an accompanying letter to the dean.
- The dean will convene the APR Appeals Committee. Should members of the committee have a conflict of interest, alternate members will be asked to serve on the appeals committee.
- The committee will meet with the department chair, faculty member, and other involved parties (e.g., division director). They will review the documentation provided by the chair and faculty member. After deliberations, they will provide a recommendation to the dean. No new documentation can be provided at this point in the process.
- The dean will convey the result of the appeal to the department chair and the faculty member.
- If the faculty member disagrees with the outcome of the appeal, he/she may appeal to the Provost.

Teacher Course Evaluation Process

The University policy on faculty performance review (AR 3:10) <http://www.uky.edu/iraa/faculty/tce> requires that the assessment of teaching must include the results of student appraisals for at least one semester per year. Most programs require that courses be evaluated each time. The Faculty of the College of Health Sciences endorsed the use of the University's Standard Teacher-Course Evaluation in 1991.

Teacher course evaluations are managed via eXplorance software. If a program chooses to do mid-course TCEs they must manage the eXplorance process internally. This requires identifying one person who has full access to the system and can manage the off-cycle TCE process.

The TCE Process is outlined below:

- Department representatives (Administrative Assistant) indicates a need for evaluation via explorance to Tara Rose, Director of Assessment.
- Administrative Assistant (AA's) identify courses/sections, and instructors of those using eXplorance.
- Verify the Liaison with Tara Rose to include the Liaison's linkblue ID (*This person will assist with adding supplemental questions per course section*) if necessary.
- The TCE FIAG box in SAP must be (checked ✓) for each course-(*This is performed via the Office of Student Affairs Registrar expert (Sharon Goins)*).
 - Ensure that the information for each instructor is complete. For example, no TBA instructors should be listed for a course, instead the correct faculty member needs to be identified and listed correctly in the system.
- AA's receive quality assurance emails from Tara Rose to determine that all information regarding course instructor and course section is accurate.
- TCE Liaison (both AA's) will receive an email with 2 reminders to enter supplemental questions.
 - Supplemental questions are additional questions that can be added to the standard TCE questions. Examples include specific questions related to the course material, or programmatic questions that are related to accreditation standards.
- The TCE is launched to students and two reminder emails are sent to faculty.
 - Students can take TCEs via 3 methods, 1., direct link through email, 2., blackboard, and 3. evaluate.uky.edu/blue
 - Faculty are sent a link from which they are able to see how many students have taken the evaluation
- Results are distributed faster than standard paper TCE's.
 - TCEs's are sent directly to faculty member with results within one week of the end of the semester
 - In addition, the TCE Liaison is sent a zip file with individual faculty, department, college and university reports.
- To ensure that faculty have the opportunity to use student evaluations of teaching from every semester as part of their annual performance review, faculty members will include student evaluations of teaching from the fall term prior to the calendar year under review when available. In this way, faculty members will be able to use all materials available to them as part of the review process.
- At a minimum, faculty should include both scores and comments for each course evaluated. Faculty are encouraged to provide their own explanatory comments regarding the evaluation as part of their updated teaching portfolio. These comments may include additional information to explain scores and student remarks. A description of extenuating circumstances and of measures taken to address student issues, as well as plans to address issues or reasons faculty do not plan to address selected issues, may be included where appropriate.
- See (Appendix 6 in APPENDICES) for guidelines for developing and updating Teaching Portfolios.

Two and Four Year Review Policies

In addition to yearly reviews, non-tenured faculty are required to participate in reviews conducted

during the second and fourth year of their employment (Refer to Administrative Regulations, AR-3:10; <http://www.uky.edu/regs/files/ar/ar3-10.pdf>). Faculty members submit two copies of their dossier to the Department Chair. The Department Chair may request that the dossier be reviewed by designated tenured faculty members or by an appointed review committee established for the purpose of reviewing two- and four- year dossiers. Reviewers provide written input to the Chair that is then used in an advisory manner. After consideration of all input, the Chair composes a summary letter describing the faculty member's performance to date. The reviews are intended to be constructive, providing faculty with specific feedback and guidance concerning their progress. A copy of the summary letter is submitted to the Dean. The contents of the two and four year review dossiers are as follows:

- *Title Page.*
- *Name* of the person being considered and purpose for review (e.g., two- or four-year review, and date)
- *Information Page* - Date of employment, present rank, present distribution of effort.
- *Position Description* - Job description for Special, Clinical, Research or Adjunct Title Series.
- *DOE Forms* - forms for all years the individual has been employed by the University.
- In the case of a four-year review, the summary letter of the 2-year review should be included.
- *Annual Performance Reviews* - overall evaluations for the individual for all the years the individual has been employed by the University.
- *Curriculum Vitae(CV)* – The CV should follow UK format and include date last revised. CV format is shown in (Appendix 5 in APPENDICES)
- *Teaching Portfolio* - a structured and selective collection of materials that reflects the faculty member's teaching philosophy and methods and provides evidence of teaching competence.
 - The portfolio documents instructional activities, qualities, skills, results, and practices. Materials are included which collectively suggest the scope and quality of a faculty member's instructional contribution. It allows faculty to describe what they do in the instructional setting, what they aim to achieve and their successes.
- Examples of Research/Creative Productivity - includes articles, papers, monographs, abstracts videotapes, analog and digital multimedia, software, etc.

Overview:

Evaluation of untenured faculty at the 2 and 4-year point is an important personal and department reflective process. The educational unit administrator shall consult with the tenured faculty employees of the educational unit regarding the progress of each non-tenured faculty employee toward consideration for tenure in terms of the educational unit's expectations.

An individual who is hired with the prospect of becoming a tenured faculty employee shall be assigned duties by the educational unit administrator commensurate with making due progress toward meeting requirements for tenure. The annual performance review of each non-tenured faculty employee shall include some discussion with the educational unit administrator of the individual's progress toward consideration for tenure in terms of the educational unit's expectations (Administrative Regulation 3:10).

Progress reviews of untenured (tenure-eligible) faculty employees in their second and fourth years of probationary service is mandatory. The educational unit administrator will:

- Consult with the tenured faculty of the review candidate's unit about the individual's progress toward consideration for tenure in terms of the unit's expectations;
- Prepare a written review of the candidate's progress; and,
- Discuss the written review with the individual under review.
- The written review shall be sent to the dean of the college and a copy shall be given to the individual under review and placed in the individual's Standard Personnel

File.

Below is an outline of Standard Operating Procedures with anticipated dates of completion. The reviews are internal to the Department. The dates are consistent with a 2nd or 4th year ending on **6/30/2016**.

Process:

1. Department Chair informs faculty member about the upcoming process several months prior to end of 2- or 4-year period (e.g., 3/14/2016).
2. Faculty member submits dossier 1 week following the end of the 2- or 4-year period (Due 7/7/2016).
3. All tenured faculty are invited to review the dossier and encouraged to write letters, due 1 month after the dossier is submitted (Due 8/8/2016).
4. If a 2- or 4-Year Review Committee is used (optional) to review the dossier, a summary letter would be due to the Chair 1 month after the faculty member submits the dossier. The Committee is not provided individual faculty letters. A member of the committee is not expected to submit an individual letter of review but may do so if they choose (Due 8/8/2016).
5. Using the dossier, and letters submitted by faculty, and the committee recommendations (if applicable), the Chair prepares a letter and informs the Dean or his designee of the progress of the faculty member (Due 8/22/2016).
6. The Chair meets with the faculty member within 1 week and the faculty member is asked to sign the review as an indication that the meeting has been held (Due 8/29/2016).
7. The letter, signed by the faculty member and Chair, is copied. The original is placed in the standard personnel file in the Dean's Office. The faculty member receives a copy. The Chair may make a copy for Department records (Due 8/31/2016).

Below is an outline of Standard Operating Procedures with anticipated dates of completion. The reviews are internal to the Department. The dates are consistent with a 2nd or 4th year ending on **12/31/2016**.

1. Department Chair informs faculty member about the upcoming process several months prior to the end of the 2nd or 4-year period (Due 8/14/2016).
2. Faculty member submits dossier 1 week following the end of the 2- or 4-year period (Due 1/9/2017).
3. All tenured faculty are invited to review the dossier and encouraged to write letters, due 1 month after the dossier is submitted (Due 2/6/2017).
4. If a 2- or 4-Year Review Committee is used (optional) to review the dossier, a summary letter would be due to the Chair 1 month after the faculty member submits the dossier. The Committee is not provided individual faculty letters. A member of the committee is not expected to submit an individual letter of review but may do so if they choose (Due 2/6/2017).
5. Using the dossier, and letters submitted by faculty, and the committee recommendations (if applicable), the Chair prepares a letter and informs the Dean or his designee of the progress of the faculty member (Due 2/20/2017).
6. The Chair meets with the faculty member within 1 week and the faculty member is asked to sign the review as an indication that the meeting has been held (Due 2/27/2017).

7. The letter, signed by the faculty member and Chair, is copied. The original is placed in the standard personnel file in the Dean's Office. The faculty member receives a copy. The Chair may make a copy for Department records (Due 2/28/2017).

Evidences for Promotion and Tenure
(Approved by CHS faculty 8-12-2010)

The Department of Clinical Sciences and Department of Rehabilitation Sciences evidences documents were developed to provide faculty and administrators with key activities and associated activities that exemplify and illustrate the criteria for appointment, promotion and achievement of tenure (where applicable) in the faculty title series represented in the College: Clinical, Lecturer, Regular, Research, and Special title series. These evidences are based on University of Kentucky Administrative Regulation criteria and support the tri-part mission of CHS.

The documents were developed by a committee appointed by the CHS Faculty Council, with substantial input from College faculty and administrators. The final document was approved by the faculty through departmental votes and by the Dean of the College on April 7, 2010. The document should serve as a guide to illustrate required and expected evidences for promotion and tenure, as well as examples of additional evidences which add to the evaluation of merit. The document is not designed to include all possible examples of evidentiary outcomes for promotion and tenure nor is it intended to be considered a checklist of requirements.

The mission of the College of Health Sciences is primarily supported by faculty activity in three areas: Scholarly Productivity, Instruction and Service. The following three paragraphs provide an overview of the expectations for these areas.

Scholarly Productivity. All CHS faculty members are expected to be scholars and exhibit a career-long commitment to excellence and productivity. Traditional research through the scholarship of discovery is highly valued and expected in many positions. The faculty members in the College of Health Sciences also value the broadened scope of scholarship as defined by Boyer and others (1990), inclusive of the scholarship of integration, application, teaching, and engagement. The requirements for outcomes related to scholarship for each faculty will be determined by the faculty title series, position description, DOE, and programmatic demands. It is recognized that programmatic demands result in some faculty having little time allotted to scholarship dissemination. In such cases this is agreed upon in the position description, contract, and DOE. All faculty members are nevertheless expected to demonstrate a scholarly approach to their work.

Instruction. The College has a long history of excellence in teaching. It is expected that faculty members will contribute to the teaching mission when appropriate for the title series, and will demonstrate continued growth in this area throughout their academic careers. While most teaching assignments are related to didactic and clinical teaching, there is a growing need for mentoring of students in the area of research. Both types of teaching are needed and valued.

Service. Given the land grant mission of the University and the need for outreach related to allied health issues, service is an important component of faculty productivity. The College has the expectation that faculty members engage in service activities that will have a positive impact on the College, University, community, state and nation. There is also an expectation that faculty members will be active in professional associations at the state or national level.

It is expected that the collective outcomes of the faculty of each program will facilitate excellence in contributing to the three primary domains of the University and College mission: education, research, and service. The extent of the focus in each of these domains will vary considerably for each individual faculty member, underscoring the importance of the contributions of the group as a whole in meeting the institutional missions. The faculty title series, the position description, the DOE, and programmatic demands and accreditation standards are determinants of the amount of time each faculty member devotes to each key domain of the mission. The evaluation of the faculty member's performance will reflect these determinants and the evidences needed for

promotion. Depth and breadth of outcomes, quality and quantity of outcomes, and the cumulative professional trajectory will be considered in all evaluations. Ultimately, excellence will be defined by the impact of the individual's work on students, colleagues, patients, clients, the profession, and/or the community.

The Department of Clinical Sciences and Department of Rehabilitation Sciences evidences documents can be viewed on the CHS academic affairs website

<https://www.uky.edu/chs/academic-and-faculty-affairs>

Click on *Evidences for Appointment, Promotion and Tenure*. This will then show the evidences for each title series in both the Department of Clinical Sciences and Department of Rehabilitation Sciences.

As indicated previously, the document is a guide to illustrate required and expected evidences for promotion and tenure, as well as examples of additional evidences which add to the evaluation of merit, and is not designed to be all inclusive.

Tenure and/or Promotion Processes

Policies concerning employment are described in the Governing Regulations and Administrative Regulations at the following sites:

(GR X; <http://www.uky.edu/regs/Administrative/gr10.htm> and AR 2:1-1:<http://www.uky.edu/regs/Administrative/ar2.1.1.htm>). University policies concerning promotion and tenure requirements are described in the Administrative Regulations (2-1.0-1): <http://www.uky.edu/regs/files/ar/ar2-1-1.pdf>. The CHS adheres to the guidelines and due dates provided in the annual memorandum from the Provost regarding tenure and promotion processes. Further, the CHS provides annual timelines for the internal process to ensure that all actions are completed in a timely manner.

Preparation of Dossiers

Preparation of dossiers for promotion to the assistant professor/associate professor/professor levels is generally initiated six months prior to the desired effective date.

- A dossier is prepared and required information arranged in the order found on the Appointment and Promotion checklist. The final dossier contains all information provided by the faculty member in addition to external and internal review letters and the letter from the Chair.
- Once completed, the dossier is submitted to the Dean's Office. The CHS Appointment, Promotion and Tenure Committee is asked to complete its review and provide a recommendation. The APT Committee prepares a letter to the Dean recommending approval or disapproval of the promotion/tenure application.

The Dean prepares a letter of recommendation, and the entire dossier including all letters is forwarded to the Area Committee and then to the Provost. Final approval is granted by the Board of Trustees.

An Assistant Professor in the sixth or next to last year of a probationary period is entitled to a thorough promotion and tenure review unless the individual requests in writing his/her willingness to accept a terminal appointment or to resign his/her position.

For an associate professor, whose promotion to full professor is approved by the Dean, the Dean adds a letter of recommendation and forwards the dossier to the Area committee. In all other cases, the Dean's decision to disapprove the proposal to promote an associate professor to the rank of full professor is final and the Dean notifies the faculty member in writing with a copy to the Department Chair.

A probationary regular, special, extension, or librarian title series faculty member who becomes the parent of a child or children by birth, adoption, or guardianship, or who assumes significant responsibilities for the care of a relative (see GR X.A.1) or domestic partner shall automatically be

granted a one-year delay of the probationary period by the Dean of the respective college. The event or circumstances providing the basis for a delay related to significant care responsibilities must be clearly beyond those experienced by most probationary faculty. This provision is available to all probationary non-tenured faculty upon their official start date and up until the anniversary of their official start date in the year in which their tenure review is scheduled to occur. A full description of the policy is found in the Governing Regulations (GR X-B.1.c; <http://www.uky.edu/regsg/files/gr/gr10.pdf>).

Sabbatical Leave

(Excerpted from the Governing Regulations, GR X-B.2.d, <http://www.uky.edu/regsg/files/gr/gr10.pdf>)

The purpose of sabbatical leave is to provide opportunities for study, research, creative effort, improvement of instructional or public service capabilities and methods, and related travel in order that the quality of each recipient's service to the University may be enhanced.

Faculty members who have full-time non-tenured or tenured appointments in the regular, special title, extension, or librarian series with the rank of assistant professor (or librarian III) or higher, are eligible for sabbatical leaves after six (6) years of continuous service in the rank of instructor (or librarian III) or higher at the University, or for sabbatical leaves under a different option after three (3) years of continuous service. All such sabbatical leaves shall be approved by the President or the President's designee.

Please see the Governing Regulations and the Office for Faculty Advancement website (<http://www.uky.edu/ofa/node/14>) for more detail concerning University sabbatical leave policies and procedures.

CHS Policy and Procedures on Sabbatical Leave

CHS faculty members in regular or special title series with the rank of assistant professor or higher are eligible for sabbatical leave as follows:

- One year at one-half salary (academic year for appointees on the academic year, 10-month, or 11-month assignments) after 6 years of continuous eligible service
- Six months at full salary (academic semester for appointees on academic year, ten-month, or eleven-month assignments) after 6 years of continuous eligible service
- Six months at half-salary (academic semester for appointees on academic year, ten-month, or eleven-month assignments) after 3 years of continuous service

As per a memorandum from the Provost (dated November 26, 2008), the following guidelines are to be followed with regard to vacation leave credit during an approved sabbatical leave.

Ten-, Eleven-, and Twelve-month faculty persons on approved sabbatical leave are entitled to a proportion of their annual vacation allotment commensurate with the percentage of their regular (annual) salary earned during the sabbatical leave period. By this accounting, faculty on a full-year half-pay sabbatical shall receive 11 days of vacation leave, while those faculty on a half-year at full-pay sabbatical leave shall be credited with 22 days of vacation leave. Vacation leave, if used, shall be taken in the assignment period in which it is credited, or the unused days shall be forfeited.

Application Process for Sabbatical

Faculty members shall initiate requests for sabbatical leave with the Department Chair in consultation with the Division Director. Faculty members are encouraged to work with the Chair and Director in advance to better ensure the acceptance of the proposal. The application process can be found at

https://www.uky.edu/chs/sites/chs.uky.edu/files/Biz_forms/Academic_Affairs/CHS-Sabbatical-

[Leave-Policy.pdf](#) is as follows:

- After consultation with the Department Chair and Division Director, the faculty member submits a completed Sabbatical Leave Application (<http://www.uky.edu/ofa/sites/www.uky.edu.ofa/files/uploads/Sabbatical%20Leave%20Application.pdf>), or https://www.uky.edu/chs/sites/chs.uky.edu/files/Biz_forms/Updates/Sabbatical%20Leave%20Application.pdf including the required accompanying documents, to the Chair.
- The Chair reviews the Application and makes a written recommendation to the CHS Dean. If the Chair recommends that the Leave be approved, the following information will be included in the recommendation:
 - A specific plan for how the applicant's university responsibilities are to be covered during the sabbatical (Part D of the Application). This may include, but is not limited to, a description of how the instructional needs of the program will be met including: 1) who will provide coverage for each course, 2) who will assume academic advising responsibilities, and 3) who will provide supervision of the undergraduate and graduate advisees' research projects, theses, and dissertations,
 - A plan for how administrative responsibilities will be managed, and
 - Estimated costs associated with meeting the faculty member's responsibilities (e.g., hiring part-time faculty) and a proposed plan for covering these costs
- After consideration of the recommendation and appropriate consultation with the Chair, the Dean will make a written recommendation to the Associate Provost for Faculty Advancement and Provost for approval.
- A letter from the Dean specifying the Dean's recommendation and expectations for the faculty member, including required reports or additional products, will be provided to the faculty member and copied to the Chair and the faculty member's standard personnel file.

Application Evaluation

The Chair will consider evaluation of the application based on: 1) the quality of the proposal; 2) the potential of the proposal to benefit the faculty member and the institution; and 3) past productivity and achievement. Evaluation considerations are as follows:

- **Merit of the Purposes, Goals, and Activities**
 - Consistency of the proposal with the stated purposes of a sabbatical (see paragraph 1 of this document).
 - Adequacy and feasibility of the project in relation to the length of leave requested
 - Clarity and completeness of the proposal.
 - Potential of the project to contribute to the faculty member's professional development
 - Potential likelihood that the project will contribute to the program and institution
- **Applicant Productivity**
 - Quality and quantity of contributions to the unit's missions in terms of scholarly productivity and research, instruction, service, and administration
 - Quality and quantity of outcomes and products supported by previous UK sabbatical awards, if applicable

Outcomes

The Sabbatical Leave Policy Additional Information document (November 2014) states that "within 90 days following a return from sabbatical leave, the faculty member must submit a concise, written report of the accomplishments during the sabbatical to the chair/director, with a copy to the dean. This report must include information regarding the activities undertaken during the sabbatical, the results accomplished during the sabbatical as they affect the employee and the University, and research or other scholarship work produced or expected to be produced as a result of the sabbatical." Results of the sabbatical will be considered in the *Professional Development* portion of the Annual Performance Review for the actual year when the sabbatical occurred.

APPENDICES

Appendix 1: [Academic Affairs Committee, Course and Program Review and Approval Process Guidelines](#)

Appendix 2: [Ad Hoc Policy for Determining the Future of Academic Programs](#)

Appendix 3: [DOE Calculation Worksheet](#) and [DOE Instructions](#)

Appendix 4: [Guidelines for Preparation of a Curriculum Vita](#)

Appendix 5: [Teacher/Course Evaluation Resources and Guidelines for Preparation of the Teaching Portfolio](#)

Appendix 6: [College of Health Sciences Annual Performance Review Form](#)

Appendix 7: College of Health Sciences Organizational Chart 01-01-2017

COLLEGE OF HEALTH SCIENCES
Organizational Chart

