**Overview**

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

**Process**

1. Department Chair appoints the Voluntary Faculty Committee (VFC). If desired
2. Identification of Voluntary Faculty (VF)
	1. IF AHEC identifies Voluntary Faculty (VF) for consideration, verifies credentials and refers candidate to Department Chair for review
	2. IF Department(s) recruit potential voluntary faculty member, Department will perform a license/credential check as part of consideration
3. Department notifies OFA to process Voluntary Faculty application.
4. OFA Staff Member
	1. Email potential voluntary faculty member providing a Voluntary Faculty Application. Requests submission of the application, a current resume/CV, licensure (for certain professions) and copies AHEC.
	2. Provide documentation to Department for considering by VFC
		1. Department Chair forwards these documents to the Voluntary Faculty Committee (VFC) designated in each department (or to full faculty).
		2. VFC or full faculty reviews the candidate’s application and provides recommendation to the Chair to appoint/not-appoint and an appropriate rank.
	3. Draft a memo for the Department Chair to complete

*\*In the memorandum, the Department chair must attest that Department faculty have approved the appointment*

* 1. Obtain a memorandum from the Dean for submission
	2. Enter voluntary faculty member’s information into the Faculty Database and generate E02.
	3. Send E02 to voluntary faculty member for signature and copy AHEC for tracking.
	4. Send completed packet to Provost Office and change board action in Faculty Database to Provost level and copy AHEC.
	5. Retain all documents (application, CV, Chair memo, Dean memo, signed E02, licensure, TCC form) in SPF
	6. Notify the Department Chair and appropriate Program Director/Clinical Coordinator when the appointment is approved. Provide warm hand off to AHEC of voluntary faculty member.
1. Department Chair(s) or designee sends a welcome email from the college to voluntary faculty members
2. AHEC team sends a welcome message to explain benefits and to process Link Blue ID if desried by faculty member
3. Fully approved and executed E02s are sent by Provosts Office back to OFA staff who then retains them in the SPF
4. **At time of the renewal (at or before 5 years)**, the OFA will run a report from Faculty Database and send a list of faculty that are eligible for renewal to the Chair.
	1. The Chair will consult the Voluntary Faculty Committee and advise OFA of faculty for whom they wish to request re-appointment during the re-appointment process.
		1. Chair will confirm email address and other contact information for faculty for whom re-appointment is recommended
		2. If re-appointment is recommended, Administrative Services Assistant processes EO2 obtains signatures, and follows procedure outlined above
		3. If re-appointment is NOT recommended, Administrative Services Assistant obtains memo from the Dean to have the appointments terminated via BOT

**Resources:**

Voluntary Application webform