

Standard Operating Procedure for Voluntary Faculty Appointments Initial and Re-appointments

Revised September 3, 2021

Overview

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

Process

- 1) Department Chair appoints the Voluntary Faculty Committee (VFC).
- 2) Department(s) recruit potential voluntary faculty member
 - a. Department will perform a license/credential check as part of consideration
 - b. Department notifies OFA to process Voluntary Faculty application.
- 3) Administrative Services Assistant
 - a. Email potential voluntary faculty member providing a Voluntary Faculty Application. Requests submission of the application and a current resume/CV
 - b. Provide documentation to Department for considering by VFC
 - i. Department Chair forwards these documents to the Voluntary Faculty Committee (VFC) designated in each department.
 - ii. VFC reviews the candidate's application and provides recommendation to the Chair to appoint/not-appoint and an appropriate rank.
 - c. Draft a memo for the Department Chair to complete

**In the memorandum, the Department chair must attest that Department faculty have approved the appointment via a committee*
 - d. Obtain a memorandum from the Dean for submission
 - e. Enter voluntary faculty members information into the Faculty Database and generate E02.
 - f. Send E02 to voluntary faculty member for signature.
 - g. Send completed packet to Provost Office and change board action in Faculty Database to Provost level.
 - h. Retain all documents (application, CV, Chair memo, Dean memo, signed E02) in SPF
 - i. Notify the Department Chair when the appointment is approved.
- 4) Department Chair(s) sends a welcome email from the college to voluntary faculty members
 - a. If a Link Blue ID is desired by the faculty member, request through CHS IT
- 5) Fully approved and executed E02s are sent by Provosts Office back to Administrative Services Assistant who then retains them in the SPF
- 6) **At time of the three-year renewal**, the OFA will run a report from Faculty Database and send a list of faculty that are eligible for renewal to the Chair.

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- a. 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.
 - i. Chair will confirm email address and other contact information for faculty for whom re-appointment is recommended
 - ii. If re-appointment is recommended, Administrative Services Assistant processes EO2 obtains signatures, and follows procedure outlined above
 - iii. If re-appointment is NOT recommended, Administrative Services Assistant obtains memo from the Dean to have the appointments terminated via BOT