



## Voluntary Series Faculty

### Major Topics

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### I. Introduction

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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. Such faculty employees usually are self-employed or hold full-time positions with other institutions and agencies. The procedures for appointment, reappointment and promotion of voluntary faculty at the various academic ranks generally parallel those for the tenure-eligible title series, except for those procedures prescribed below, and that outside letters of evaluation, faculty letters of evaluation and reference to an Area Committee are not required for appointments, reappointments, and promotions.

### II. Procedures

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- A. An educational unit administrator will bring the name, C.V. and completed Voluntary Faculty Application form of a potential voluntary faculty employee to a regularly scheduled meeting of the unit faculty or, upon delegation by the unit faculty, a meeting of the faculty of a division within the educational unit. The educational unit administrator will propose a suitable rank for the individual under consideration. The faculty will discuss the individual's background and credentials, and will vote on the candidate's suitability for the appointment at a specific rank.
- B. If three quarters majority of the educational unit faculty support the appointment, the educational unit administrator will notify the dean.
- C. The dean will appoint, by letter, the individual as a Voluntary Faculty employee. The appointments will be annually renewed by the dean up to a five-year period, unless the Voluntary Faculty employee had any licensure or malpractice issue, unless the dean received an unfavorable report, or unless a majority of the voting faculty of the educational unit votes that the appointment not be renewed. The Faculty of the educational unit may at any time consider the qualifications of a Voluntary Faculty employee for promotion to higher rank. Reappointment beyond five years shall be reinitiated as described in steps 1 and 2, above.

- D. The educational unit administrator will review the records and participation of the Voluntary Faculty employees on an annual basis to assess the level of involvement and any licensure or malpractice issues and will bring to the attention of the faculty any individuals whose accomplishments merit consideration for promotion.
- E. The dean will report all Voluntary Faculty appointments to the Board of Trustees at least on an annual basis.
- F. In rare cases where the proposed Voluntary Faculty employee requires attending privileges at the University of Kentucky Hospital, the dean will forward the nomination to the Chief Medical Officer. The Chief Medical Officer will confirm that the individual has the appropriate credentialing and will initiate the internal process to obtain approval by the Board of Trustees.

### III. Criteria for Academic Ranks

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Criteria for academic ranks of Voluntary Faculty shall be approved by the Dean, acting on the recommendation of the Faculty of the initiating educational unit. Voluntary Faculty employees are not eligible for tenure, faculty benefits, and membership in the University Senate or election to the Board of Trustees. However, Faculty membership, with or without voting privileges, may be extended to Voluntary Faculty by the Faculty of the educational units to which they are assigned.

#### Revision History

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AR II-1.0-1: 7/01/05

For questions, contact: [Office of Legal Counsel](#)