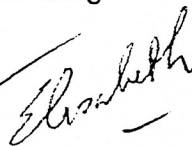


August 21, 1996

Elisabeth A. Zinser, Ph.D., Chancellor  
Lexington Campus  
111 Administration Bldg.  
CAMPUS 0032

Dear Dr. Zinser:



Each year you circulate a memorandum and meet with members of several of the Academic Area Advisory Committees regarding their role in the promotion and tenure process.

While the Academic Area Advisory Committee for the Biological Sciences reports to you, they are responsible for reviewing dossiers and appointment and promotion criteria for job descriptions for many departments in the Medical Center.

During the past two years, several issues have been raised that I request be discussed with the Biological Sciences Area Committee members during this year's meeting. These issues are:

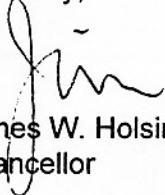
- If prior service at another institution is not waived because professional responsibilities or professional activity for that position was the same as with the proposed appointment, then achievements in prior service that was not waived should be included in the dossier for promotion/tenure at the University of Kentucky and considered in the Area Committee review.
- In preparing a recommendation for promotion/tenure, the department chair consults with the appropriate faculty members in the department. If there is disagreement between the chair and any of the consulted faculty members, it is the responsibility of the chair to communicate the department faculty members' recommendations as well as his/her own recommendation. The chair is to state the reasons for differing from the department faculty member(s) opinion and notify the consulted faculty

member(s) of such action. Therefore, it is appropriate for the department chair to review the letters of faculty members and to submit a disclaimer/qualifying statement if his/her opinion differs.

- The Biological Sciences Area Committee must review criteria for appointment/promotion in new or revised job descriptions.

Thank you for help in clarifying the roles and responsibilities of the Area Committees.

Sincerely,



James W. Holsinger, Jr., M.D.  
Chancellor

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c: Dr. Phyllis P. Nash

Elisabeth -  
Phyllis has raised three  
concerns in the past and  
is up to date on what has  
occurred as this Area Committee  
has processed former from the  
Medical Center. She would  
be happy to help with  
information that might help  
when the Committee is  
charged.

