



Notice of Secondary Academic Appointment and Assignment

Name _____

SSN _____

Secondary Appointment

Sector _____

College _____

Academic Home Unit _____

Academic Assignment Unit _____

Rank Professor

Rank Beginning Date _____

Appointment Series (optional)

| | | |
|--|------------------------------------|---|
| Tenure Eligible: | Not-Tenure Eligible: | |
| <input type="checkbox"/> Regular | <input type="checkbox"/> Clinical | <input type="checkbox"/> Military |
| <input type="checkbox"/> Extension Title | <input type="checkbox"/> Adjunct | <input type="checkbox"/> Research Title |
| <input type="checkbox"/> Librarian | <input type="checkbox"/> Temporary | <input type="checkbox"/> Voluntary |
| <input type="checkbox"/> Special Title | <input type="checkbox"/> Lecturer | <input type="checkbox"/> Part-Time |
| | <input type="checkbox"/> Visiting | |

Type of Appointment

☐ Initial
☐ Reappointment
☐ Terminal Reappointment*
☐ Post-Retirement

Assignment Period
in Months

☐ 9 ☐ 10
☐ 11 ☐ 12
☐ Other

Period of Appointment: From _____ Through _____

Period of Assignment: From _____ Through _____

Tenure Status ☐ Tenure Eligible ☐ Not-Tenure Eligible ☐ Tenured _____ Date Tenure Granted _____

Center/Institute Affiliation _____ From _____ Through _____

Comments and/or Special Descriptors: _____

Probationary Period (or Maximum Non-Tenured Period): If Eligible for tenure, complete this section:

- a. Prior service at another institution (maximum of 3 years) which will be counted as a part of the probationary period is _____ years.
b. University of Kentucky service which will be counted as a part of the probationary period is _____ years.
c. Non-tenure period will end no later than _____ 19 _____.
d. Other conditions regarding tenure, when applicable, are set forth under "Conditions of Appointment, Assignment, or Tenure," or are contained in the University's Governing Regulations and Administrative Regulations.

Notice of Non-Renewal of Appointment:

Part-time, visiting, or temporary short-term appointments with explicit terminal dates of one year or less terminate at the expiration of the term without notice. For those employed year-to-year on a fiscal or academic year basis, notification of non-renewal of appointment at the end of the first year of service shall be given not later than March 1 if the appointment expires at the end of that year or three months in advance if the one-year appointment terminates during the academic year. Notification of non-renewal of appointment at the end of the second year of appointment shall be given not later than December 15 if the appointment expires at the end of the year or six months in advance if the appointment expires during the year. Notification of non-renewal of appointment after more than two years of service shall be given least 12 months before expiration of appointment.

Notice of Resignation:

Notice of resignation should be given early enough to obviate serious inconvenience to the University. If a faculty member desires to terminate an existing appointment or to decline a renewal in the absence of a notice of non-renewal, the faculty member shall give written notice of not less than three months if the individual's rank is instructor or assistant professor, and not less than four months if the individual's rank is higher, before the end of regular duties during an academic year (exclusive of a summer session) or thirty days after receiving notification of terms of an appointment for the coming year, whichever date occurs later. However, the faculty member properly may request a waiver of this requirement in a case of hardship or in a situation where the faculty member would otherwise be denied substantial professional advancement.

Conditions of Appointment, Assignment, or Tenure:

| | | | | | |
|-----------|------|----------------------|------|---------------------------|------|
| Appointee | Date | CC President or Dean | Date | Chancellor/Vice President | Date |
|-----------|------|----------------------|------|---------------------------|------|

| | | | | | |
|---------------------------------------|------|----------------------|------|---------------------------|------|
| Director or Dean for Center/Institute | Date | CC President or Dean | Date | Chancellor/Vice President | Date |
|---------------------------------------|------|----------------------|------|---------------------------|------|

*Terminal Reappointment: The period of the appointment confirmed above is a final appointment.

Distribution: Original to Chancellor/Vice President; blue copy for appointee; green and canary copies for CC Presidents or University System Deans; pink copy for Director or Dean for Center/Institute; goldenrod copy for originating Department or Division. The recipients of the original and blue copies may be reversed in case of a special circumstance such as the Appointee being in the United States on a visa.