




UNIVERSITY OF KENTUCKY

MEMORANDUM

To: Deans

From: M. Scott Smith
Interim Provost 

Subject: Information Concerning New Faculty

Date: August 24, 2005

Office of the Provost

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As we begin a new academic year, it is important that new faculty be given a thorough orientation to the University's rules and regulations. Please assure that the following information is provided to all new faculty at the University:

Information for Prospective and New Faculty

1. Either before or at the time of interview of an individual for an appointment in the professorial series, the unit administrator shall inform the individual about the parts of the *Governing Regulations* and the *Administrative Regulations* dealing with appointment, promotion and tenure and shall provide access to these regulations as requested.
2. At the time an appointment is tendered, the faculty should be informed in general terms regarding criteria for academic ranks by the unit administrator (AR II-1.0-1).
3. The unit administrator shall inform each newly appointed faculty member, within one month of the beginning of his/her employment, of the existence and locations of the following University documents: (a) the *Governing Regulations*; (b) the *Administrative Regulations*; (c) the *Rules of the University Senate*, in particular the Faculty Code; (d) the rules and procedures of his/her college; (e) the rules and procedures of his/her department or division; (f) his/her standard personnel file; and (g) the *Student Rights and Responsibilities*. Access to any of these documents shall be provided by the unit administrator as requested. If new faculty are informed of this information in writing, it would be helpful to include a copy of the memorandum in the standard personnel files.

Faculty Files

Considerations of faculty reappointment, promotion and tenure require thorough documentation of the faculty member's record of pertinent activities in the University as well as the relevant actions involving the individual's faculty status. Therefore, standard personnel files shall be maintained for each faculty member appointed in any professorial title series or in the lecturer series of ranks. See AR II-1.0-1 part II section G for the contents of the standard personnel file. The file must be kept updated, jointly by the unit administrator and the individual faculty member. This file shall be available for inspection by the faculty member on request to the unit administrator.

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cc: Lee T. Todd, Jr.