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August 23, 1995

MEMORANDUM

TO: Medical Center Deans

FROM: Phyllis P. Nash, Ed.D.  
Vice-Chancellor for Academic Affairs

RE: Information for Faculty

In September, 1991 we distributed the attached memo from President Wethington detailing what information is to be given to prospective or new faculty.

Please make sure that the appropriate unit administrator(s) in your college are made aware of this information.

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attachment

AUG 25 1995

August 12, 1991

MEMORANDUM

TO: Chancellors and Vice Presidents (University System)

FROM: Charles T. Wethington, Jr.  
President

SUBJECT: (A) Information for Prospective and New Faculty Members  
(B) Faculty Files

The varied approaches to orientation of new faculty prompt reissuing the following revised operating guidelines.

(A) Information for Prospective and New Faculty Members

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, an individual 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 new 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 of his/her college; (e) the rules and regulations of his/her department or division; and (f) the Student Rights and Responsibilities. Access to any of these documents shall be provided by the unit administrator as requested.