

UNIVERSITY OF KENTUCKY
LEXINGTON, KENTUCKY

Office of the President

December 18, 1963

TO: Deans and Department Chairmen

FROM: President Oswald

The Area Academic Personnel Committees have now been activated and are listed on the attachment. These groups will serve as the central advisory units to the President on appointments and promotions under the new procedures outlined by memorandum to you on October 28. Following are some of the major features of the new procedures:

(1) Letters recommending appointments and promotions are to be addressed to the President and sent through the Dean. The President will immediately refer these to the appropriate Area Committees.

(2) The department chairman should bear in mind that accompanying the recommendation should be supporting data, including evidence of consultation with tenure members of the department and, if there is a minority opinion, this should be documented. Evidence of consultation with appropriate persons outside the department, the college, and the university should also be included. Other materials which should be incorporated into the recommendation are the individual's educational background and indications of accomplishments and potentials in teaching, research, and service. Where possible, copies of the major published works should be included.

Although no specific form has been circulated to incorporate these materials, the Area Committee and the confidential faculty review committees will be judging recommendations on the basis of the "Criteria of Evaluation for Faculty Appointment, Promotion, and Merit Increases" circulated with the October 28 procedure statement. The specific questions and areas of evidence presented therein will be useful as guide lines in the preparation of recommendations.

(3) Upon receipt of a recommendation and supporting data from the department chairman, the dean will make his recommendation, and forward it with the department chairman's material to the President.

(4) In the department chairman's recommendation on the qualifications and the suggested rank of an individual, no specific salary should be recorded. He may suggest a salary in a separate letter to the dean which will also be forwarded to the President. It is requested that salary be kept separate so that the Area and review committees will be making judgments only on the individual's qualifications. Salaries will be arrived at administratively by the President in consultation with the deans.

(5) Two factors are most crucial in the execution of the appointment

and promotion procedure: Speed and the confidential nature of the actions. The Area Committees will be meeting regularly in order to process the recommendations as rapidly as possible. The President will also act as quickly as possible on any Area Committee recommendation.

The Area Committees and their ad hoc review committees will be able to operate most efficiently only if their actions are held strictly confidential. All recommendations will go directly to the President and any questions on these actions must be taken up with the President, rather than with the Area Committees. In order to promote the confidential nature of these actions the supporting data and materials sent by the department chairmen and deans will not be duplicated.

(6) Deans are reminded that in the October 28 memorandum there was a request that by January 15 all recommendations from department chairmen involving tenure and promotion for 1964-65 should be in my office so that the procedures outlined in the attached material may be officially initiated. In this regard it is imperative to remember that the total probationary period for faculty is from one to six years and that on April 12, 1963, the Board of Trustees changed the tenure regulation to read as follows:

Notification of termination of employment for persons employed on a 12-month basis during any of the first five years will be given at least six months prior to the terminal date. When termination of employment is to occur at the end of the sixth year, notification of such will be made before the beginning of that year. For those employed on an academic-year basis, notification of termination of employment during the first five years will be given at least one semester prior to the terminal date. Where termination of employment for those on an academic-year basis is to occur at the end of the sixth year, notification of such will be made no later than two semesters before the end of that year.

For persons at the University at the time of the revision of the Governing Regulations (December, 1960), their probationary period will be considered completed on July 1, 1965.

Thus, individuals at the assistant professor rank and above who have been on campus since December, 1960, and are not recommended for tenure during the coming semester should be notified of termination as of July 1, 1965.

Please include a list of all individuals on your staff and indicate their academic position and present official tenure status.