



**University of Kentucky  
Office of the Provost**

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MEMORANDUM

To: Deans, Chairs and Directors

From: David W. Blackwell, Ph.D.  
Provost

Subject: Information to Share with New Faculty

Date: September 30, 2019

As we begin a new academic year, it is important that new faculty receive a thorough orientation to the University's rules and regulations. Please ensure that this memorandum is shared with all new faculty employees within your unit.

**Within one month** of the beginning of an individual's faculty employment, please share the following University documents with the individual:

- the rules and procedures of their educational unit, **including the unit's document on 'Evidence Statements'** for use in guiding tenure and promotion evaluations;
- the *Governing Regulations* and *Administrative Regulations* (AR); especially sections dealing with appointment, reappointment, promotion and tenure ([AR 2:1](#));
- the AR regarding faculty consulting and overload employment, which includes any employment with other educational entities ([AR 3:9](#));
- the [Rules of the University Senate](#), in particular the *Code of Faculty Responsibilities* (Section 7.0);
- the rules and procedures of their college;
- their Standard Personnel File; and
- the [Student Rights and Responsibilities](#).

In addition, please alert faculty that this memorandum and other faculty information about criteria for academic ranks, performance evaluation, and promotion and tenure regulations are available online [here](#). Other sections of the website offer information about becoming familiar with the University, the Lexington community, faculty development programs, and other UK resources for new faculty.

**Faculty Standard Personnel File:** In compliance with the University's ARs, every faculty employee has one official [Standard Personnel File](#). This file contains the faculty employee's *Notice of Academic Appointment and Assignment* contracts, transcripts, curriculum vitae and other work-related materials (e.g., distribution of effort agreements, evaluation reports and progress reviews).

**see blue.**

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Many of these materials are [required content](#) for dossiers assembled to conduct reappointment, tenure and promotion reviews. Ensuring that a faculty employee's Standard Personnel File is complete, accurate and up-to-date is the joint responsibility of the faculty employee and educational unit administrator. A faculty employee's access to their Standard Personnel File shall not be impeded.

cc: President Eli Capilouto