


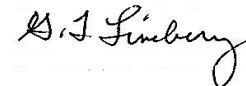


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## MEMORANDUM

To: Deans, Chairs and Directors

From: Robert S. DiPaola, M.D.   
Acting Provost

G. T. Lineberry, Ph.D.   
Associate Provost for Faculty Advancement

Subject: Information to Share with New Faculty

Date: September 20, 2021

As we progress through a new academic year during unprecedented times, it is important that new faculty receive a thorough orientation to the university's rules and regulations. Please ensure that this memo 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 (These "statements of evidence" should be reviewed periodically. They are extremely important as they help faculty optimize their approach toward academic growth.);
- the *Governing Regulations* and *Administrative Regulations*; especially sections dealing with appointment, reappointment, promotion and tenure ([AR 2:1](#)) and dealing with faculty consulting and overload employment ([AR 3:9](#));
- the [University Senate Rules](#), 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 memo 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 community, career development sessions, resources for new faculty, as well as a directory of other new faculty.

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

RSD/gtl/ac