



**University of Kentucky  
Office of the Provost**

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**MEMORANDUM**

To: Deans, Chairs and Directors

From: Timothy S. Tracy, Ph.D.  
Provost

Handwritten signature of Timothy S. Tracy in blue ink.

Subject: Information to Share with New Faculty

Date: August 22, 2016

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 memo is shared with all new faculty employees within your unit.

Information for New Faculty

1. **Within one month** of the beginning of an individual's faculty employment, please share the following University documents with the individual:
  - a. the *Governing Regulations* and *Administrative Regulations*; especially sections dealing with appointment, reappointment, promotion and tenure ([AR 2:1](#));
  - b. the [Rules of the University Senate](#), in particular the *Code of Faculty Responsibilities* (Section 7.0);
  - c. the rules and procedures of his/her college;
  - d. the rules and procedures of his/her educational unit, *including* the unit's document on 'Evidence Statements' for use in guiding tenure and promotion evaluations (if applicable);
  - e. his/her Standard Personnel File; and
  - f. the [Student Rights and Responsibilities](#).
  
2. 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](#). 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.

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### Faculty Standard Personnel File

In compliance with the University's *Administrative Regulations*, every faculty employee has one official Standard Personnel File (click on the link to "Standard Personnel File" on the [home page of AR 2:1-1](#)). 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 file is the joint responsibility of the faculty employee and educational unit administrator. A faculty employee's access to his or her Standard Personnel File shall not be impeded.

gtl

cc: President Eli Capilouto