

College of Agriculture, Food and Environment Information for Faculty Candidates and New Faculty Hires

Required Paperwork for New Hires

- **I-9 Requirement:** In keeping with the federal law, all faculty must secure an I-9 certification through the University Employment Office located in Scovell Hall. For information on required documentation, consult <http://www.uky.edu/hr/employment/new-employees/i-9-form-documentation-requirements>.
- **Requirement for Background Checks:** Kentucky statute requires that all new public university employees be subjected to a criminal background check, to be conducted after an offer of employment is accepted. See: <http://www.uky.edu/hr/employment/pre-employment-screenings>.
- **Transcripts:** The Southern Association of Colleges and Schools (SACS), requires that you provide an official transcript of your academic work from the institution where you earned your terminal degree. Please arrange for this transcript to be sent to the academic department in which you will be working as soon as possible.

University of Kentucky Employee Benefits

- **Human Resources-New Faculty Resource Site:** Contact Cara Tackett in HR Benefits at 859-257-8813 04 by email at cara.tackett@uky.edu for information on benefits. See <http://www.uky.edu/hr/employment/new-employees/new-faculty-welcome> for information about email, university regulations, and other resources.
- **Business Procedures for Moving Expenses:** If moving expenses are not specified in your offer letter, they cannot be covered for you. Note that different methods of reimbursement may be specified and that some expenses may not be allowable. See <http://www.uky.edu/EVPFA/Controller/files/BPM/E-7-8.pdf>.
- **UK's Employer Assisted Housing Program:** For program information and eligibility requirements, see <https://www.uky.edu/hr/benefits/more-great-benefits/employer-assisted-housing-program-eahp>

Career Expectations and Evaluation

- **Promotion and Tenure and Performance Review:** Regulations pertaining to faculty performance review, promotion/tenure, and other conditions of employment can be found in Administrative Regulations <http://www.uky.edu/regs/ar.htm> 2 and 3, and Governing Regulations <http://www.uky.edu/Regs/gr.htm> VII, VIII and X. GR X is particularly informative for new faculty. Additional information on annual performance reviews (APRs) is available at <https://administration.ca.uky.edu/facultyapr>. If you have questions about how these regulations apply to your position that were not addressed during your job interview, please contact your chair or administrative supervisor within the first month of employment.
- **Statements of Evidences of Activity:** New faculty members are urged to become familiar with their departmental statement of evidences, using it as a guide for the scholarly work on which they will be evaluated in the P&T process. See: <https://administration.ca.uky.edu/content/statements-evidences-activity>.
- **9-Month and 12-Month Appointments:** College faculty hold either 9- or 12-month appointments. This status is normally established at employment and sustained continuously. It may be changed by mutual agreement of the faculty and the administration.
- **Lecturer Title Series:** See AR 2:9 at <http://www.uky.edu/Regs/files/ar/ar2-9.pdf>.
- **Experiment Station Appointments:** All 12-month faculty members with 25% or more DOE research assignment are required to maintain an approved and active Experiment Station (Hatch, et al.) project.

Consulting in the CAFE

- Please see: <https://administration.ca.uky.edu/consulting>. Faculty members are required to disclose and document any consulting or compensated external professional activities (refer to AR 3:9 <http://www.uky.edu/Regs/files/ar/ar3-9.pdf>). The integrated Research, Instruction and Extension mission of the college has led to the establishment of policies on consulting and outside employment that differ from university policies in some regards. Primary differences are: (1) Faculty in the Extension Title Series may not consult within Kentucky. No College faculty may consult within Kentucky without disclosure to and approval by the Dean; (2) Faculty members are expected to disclose any personal financial interests related to their professional work; and (3) Faculty members are limited to 30 consulting days per year. **Acceptance of the offered position constitutes your agreement to these restrictions.**

Additional Resources for New Faculty

- Faculty Handbook: <http://www.uky.edu/Provost/APFA/Handbook/>
- Associate Provost for Faculty Affairs Web Site on Governance: <http://www.uky.edu/ofa/node/7>
- CAFE Faculty Affairs: <https://administration.ca.uky.edu/administrative-information-procedures> .