

February 25, 2010

Dear Colleagues,

According to our new institutional [Substantive Change Policy](#) (AR 1:5), the SACS liaison will send out a call twice a year to remind appropriate individuals regarding the substantive change policy and to request notification of planned changes that may meet the substantive change definition. AR 1:5 specifically states,

"The Accreditation Liaison shall inform all responsible individuals at each level of the University (see Matrix in Appendix 1) of the SACS substantive change policy and the institutional substantive change policy on a biannual basis (August and February) and at the same time shall request notification of substantive changes in planning for the next 12-month period. The 12-month timeframe will provide a long-range outlook to ensure that notifications can be carried out six months prior to implementation of substantive change."

Attached is a brief training on substantive change. Please put it in "slide show" format to review. Slide show format is necessary to ensure that the links to supporting documents are activated.

In keeping with our institutional policy of informing all responsible individuals at each level of the University, I would like to ask the following individuals to forward this training presentation and request to the appropriate individuals as indicated:

1. Deans should forward to their associate/assistant deans, department chairs or directors, and faculty involved in academic degree program planning and changes.
2. Chairs of University Senate Councils (Undergraduate, Graduate, and Health Care) should forward to Council members.
3. University Senate Chair should forward to the Senate Council and/or Senate members, as deemed appropriate.
4. Central chief administrative officers should use their discretion in notifying additional individuals, after reviewing all the academic and administrative substantive change possibilities.

Each individual notified should review the training presentation in slide show format, study the matrix of recommendation and approval authority in AR 1:5, and then do the following:

- Those responsible for academic substantive change should report any planned change in the next 12 months to Associate Provost Jeannine Blackwell **no later than Friday, March 26.** All academic substantive change must be recognized as such in appropriate documents and must have recommendations and approvals as provided for in AR 1:5.
- Those responsible for administrative substantive change should report any planned change in the next 12 months to VP Connie Ray **no later than Friday, March 26.** All administrative substantive change must be recognized as such in appropriate documents and must have recommendations and approvals as provided for in AR 1:5.

Please note that compliance with the **UK** substantive change policy, which was developed to ensure compliance with the **SACS** substantive change policy, is a requirement for reaffirmation of SACS accreditation.

If you have questions or need additional information, please let me know. Thank you for your time and support.

Connie

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