



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).

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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