

*\*Note, that this is not a required memo for new appointments, but it is recommended.*

TO: **[NEW FACULTY MEMBER]**  
FROM: **[CHAIR]**  
RE: Information concerning new faculty  
DATE: **[DATE]**

Department Chairs are asked and required to refer new faculty to UK policies, procedures, and other regulations. Please refer to the Provost's annual memo (attached to this email) to new faculty for information that is important to your new position. Much of the information we are asked to familiarize you with is linked in that memo but I would also call your attention to the following link ([http://administration.ca.uky.edu/files/College\\_of\\_Agriculture\\_Rules\\_of\\_Procedure\\_2013.pdf](http://administration.ca.uky.edu/files/College_of_Agriculture_Rules_of_Procedure_2013.pdf)), where the College of Agriculture Rules of Procedure are referenced. You may also find useful the Department of **[DEPARTMENT]** Evidences of Activities, which will be used as a guide to evaluate your performance and progress toward promotion and tenure ([http://www.uky.edu/Faculty/Senate/rules\\_regulations/college\\_department\\_rules/agriculture.htm](http://www.uky.edu/Faculty/Senate/rules_regulations/college_department_rules/agriculture.htm)). Similarly, you may wish to review information concerning Annual Performance Reviews, 2/4-promotion and tenure reviews, and the final promotion process (<http://administration.ca.uky.edu/faculty/evaluations>).

Please be aware that your Standard Personnel File (SPF) will be maintained in the College of Agriculture's Dean's Office, and you may access that file at any time upon request.

I would ask that you take some time to familiarize yourself with the information I have provided, come by to discuss any questions you may have, and sign the memo in the space provided below.

On behalf of the entire department, I want to welcome you and say that we are glad you have chosen to join the Department of **[DEPARTMENT]** family.

I attest that the information above was provided to and discussed with me:

\_\_\_\_\_ Date: \_\_\_\_\_  
**[NEW FACULTY MEMBER]**

\_\_\_\_\_ Date: \_\_\_\_\_  
**[CHAIR]**

cc: Personnel File