



# **College of Health Sciences**

## **Faculty Handbook**

Updated: November 2007

## PREFACE

The College of Health Sciences Faculty Handbook is intended to be an informative, useful guide with general information about the College. This Handbook does not form any portion of the contract between the faculty member and the institution.

The language in the Handbook does not supersede, supplement, alter, or serve as an official interpretation of the language of official University documents such as the *Rules of the University Senate*, the *Governing Regulations*, and the *Administrative Regulations* (GR and AR), the *Code of Student Conduct*, the *University of Kentucky Bulletin*, or other documents which are described in the Handbook. As stated in the University Faculty Handbook preface, specific questions regarding the rights and duties of University employees - including faculty employees - can only be resolved by reference to the appropriate official documents.

Efforts will be made to update the electronic version of the Faculty Handbook in November of each year. A limited number of hard copies will also be available. When the hard copy and electronic version differ, the electronic version should be considered the most current.

## IMPORTANT WEBSITES

### University of Kentucky

#### **Regulations and Administration**

University of Kentucky Regulations and Procedures

(<http://www.uky.edu/Regs/>)

Combined Index of University of Kentucky Administrative and Governing Regulations

(<http://www.uky.edu/Regs/AR/ar133.pdf>)

Administrative Regulations

(<http://www.uky.edu/Regs/AR>)

Governing Regulations

(<http://www.uky.edu/Regs/GR>)

College Profile Reports

(<http://www.uky.edu/OPIE/cpr.shtml>)

Strategic Plan

(<http://www.uky.edu/ucapp/plan.htm>)

Business Report

([http://www.uky.edu/OPBPA/business\\_plan.htm](http://www.uky.edu/OPBPA/business_plan.htm))

University eForms

(<http://www.uky.edu/eForms/>)

Integrated Resource Information Systems (IRIS)

(<http://www.uky.edu/IRIS/>)

MyUK Portal

(<https://myuk.uky.edu/irj/portal>)

#### **Faculty**

University of Kentucky Faculty Handbook

(<http://www.uky.edu/Regs/FHB>)

University Senate

(<http://www.uky.edu/Senate/>)

University Senate Rules and Regulations

(<http://www.uky.edu/USC/New/RulesandRegulationsMain.htm>)

Teaching and Academic Support Center (TASC)

(<http://www.uky.edu/TASC/index.php>)

#### **Research**

University of Kentucky Research

(<http://www.research.uky.edu>)

Office of Sponsored Projects Administration (OSPA)

(<http://www.research.uky.edu/ospa/>)

Library system, databases

(<http://www.uky.edu/Libraries/>)

#### **Students/Education**

Undergraduate Bulletin

(<http://www.uky.edu/Registrar/bull0001/toc.html>)

Graduate School

(<http://www.research.uky.edu/gs/>)

Graduate School Bulletin

(<http://www.research.uky.edu/gs/bulletin/bullinfo.shtml>)

Director of Graduate Studies Policies and Procedures Manual

(<http://www.research.uky.edu/gs/dgshandbook.pdf>)

Registrar

(<http://www.uky.edu/Registrar/>)

Ombud

(<http://uky.edu/ombud/>)

Blackboard

(<http://www.uky.edu/Blackboard/>)

Blood Borne Pathogen Exposure Policy

([http://www.uky.edu/Provost/APFA/HCC\\_Documents/BBP\\_Policy\\_03\\_15\\_07.pdf](http://www.uky.edu/Provost/APFA/HCC_Documents/BBP_Policy_03_15_07.pdf))

**Behavioral Codes**

Students Rights and Responsibilities

(<http://www.uky.edu/StudentAffairs/Code>)

Behavioral Standards in Patient Care

([http://www.mc.uky.edu/learningcenter/Manuals/Behavioral-Standards-In-Patient-Care\\_2.pdf](http://www.mc.uky.edu/learningcenter/Manuals/Behavioral-Standards-In-Patient-Care_2.pdf))

Health Sciences Student Professional Behavior Code

(<http://www.uky.edu/Regulations/AR/ar083.pdf>)

**College of Health Sciences**

College of Health Sciences

(<http://www.mc.uky.edu/HealthSciences/>)

College Strategic Plan

(<http://www.mc.uky.edu/HealthSciences/CHS%20Strategic%20Plan.pdf>)

College Faculty Handbook

(<http://www.mc.uky.edu/HealthSciences/faculty.htm>)

College Forms

(<http://www.mc.uky.edu/HealthSciences/BusinessOffice/forms/>)

Practice Plan

(<http://www.uky.edu/Regulations/AR/ar087.pdf>)

College Calendar

(<http://academics.uky.edu/cohs>)

College Directory

(<http://www.mc.uky.edu/HealthSciences/BusinessOffice/CHSDirectory.mht>)

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## **INTRODUCTION AND COLLEGE OVERVIEW**

## Letter from Dean

Dear Faculty:

The College of Health Sciences continues to thrive as a result of your many contributions. We have stayed true to our vision to strengthen academic excellence, to expand research capacity, and to improve alumni relations and fundraising.

In 2006-2007, we were successful in moving the Division of Athletic Training officially into the College. We also accepted the first class into the newly approved Doctor of Physical Therapy program. The Physician Assistant Studies Program moved to full accreditation and we were successful in our search for a new director. Our enrollments were steady and the quality of our students remains high. Our students are actively engaged in service to local and international communities, demonstrating a strong commitment beyond the classroom. We have made great strides in research and reached a significant milestone with 2.3 million in research funding in 2006-2007. For the first time in the history of the College, the majority of research funding comes from NIH making us one of the top ranked allied health colleges in the nation. Faculty members continue to submit grants and we have expectations for greater successes in this area.

We celebrated 40 years of excellence in April 2007 with over 500 in attendance at the College Gala. At the Gala, we honored our top 40 alumni, our top donors, and sponsors of the event. We also unveiled the first endowed professorship funded solely by faculty, staff and alumni. It was a wonderful night of celebration of all the accomplishments of our current faculty and staff and those who came before us.

We continue to increase our fundraising and have made positive connections with many alumni across all disciplines. We started the first annual giving campaign for the College in the Spring of 2007 and almost doubled the amount of money raised in the fall 2007 Phonathon.

It is an exciting time to be in the College of Health Sciences. The College demonstrates excellence in so many areas and we continue to grow the number and quality of our faculty. I offer my sincere thanks to the faculty, staff and students for their many wonderful contributions to making the College what it is today. Together we can continue to do great things and have a bright future.

Warmest Wishes,

Lori S. Gonzalez  
Dean, College of Health Sciences  
University of Kentucky



## **Program Descriptions**

### **Athletic Training**

The two year master's degree program in Athletic Training is designed to accommodate both NATA certified athletic trainers and NATA "certification eligible" athletic trainers. Course work and clinical experiences are designed to develop skills necessary to conduct research and increase proficiency in injury prevention, treatment, and rehabilitation. Graduates are prepared to become critical consumers of research and accepted clinical practices, advanced health care providers, and leaders in the clinical educational, and research endeavors of the profession.. Graduate assistantships are available on a competitive basis. Funding for the assistantships is provided through the UK Department of Athletics, local sports medicine clinics, high schools, and other universities. The Program of Study can be individualized based on the student's background, experience, and future goals. At present, the majority of students are fully funded via graduate assistantships.

### **Clinical and Reproductive Sciences**

This program offers both undergraduate and graduate degrees in Clinical and Reproductive Sciences (CRS). Clinical and reproductive laboratory scientists are members of the health care team who use their knowledge of basic science and laboratory skills to aid in the prevention, diagnosis and treatment of disease. Graduates receive a Bachelor of Health Sciences degree or, if the student already holds a baccalaureate degree, a Certificate of Completion is awarded. Program graduates will have knowledge and practical experience in the areas of clinical chemistry, clinical hematology, microbiology and immunohematology. With the current national shortage of CRS scientists, the prospects of employment after graduation are excellent. CRS graduates are employed in hospital and research laboratories, health related industries, health administration, veterinarian laboratories, and educational institutions.

The Clinical Sciences graduate program offers tracks in Reproductive Laboratory Science (M.S. and Graduate Certificate) and is currently developing a Ph.D. program in Reproductive Sciences which will begin accepting students in 2009. Individuals completing the Master's degree in the reproductive laboratory science (RLS) track are prepared for supervisory and advanced technical positions in assisted reproductive technology and related fields in research, industry and marketing. Those completing the RLS Graduate Certificate are prepared for an entry level technologist position in RLS. Graduates are prepared for careers in clinical laboratory medicine, academics, education, industry, and research.

### **Clinical Nutrition**

This program, in cooperation with the Graduate Center for Nutritional Sciences, offers a Master of Science degree in Nutritional Sciences. The goal of the program is to develop applied nutrition specialists who are knowledgeable in the metabolic changes that occur in normal and disease states. Opportunities for specialization are available in the areas of clinical nutrition/medical nutrition therapy, wellness and sports nutrition, community nutrition, and molecular and biochemical nutrition. In addition, concurrent participation in the American Dietetic Association (ADA) approved dietetic internships is possible. Continued doctoral study in Clinical Nutrition is also possible through the Graduate Center for Nutritional Sciences.

### **Communication Sciences and Disorders**

This program offers both an undergraduate degree in communication sciences disorders and a two-year master's degree program in speech-language pathology. Students who complete the undergraduate and graduate degrees will meet the academic and clinical training requirements for the American Speech-Language-Hearing Association's Certificate of Clinical Competence in Speech-Language Pathology and for licensure in Kentucky and in most states with licensure requirements.

Speech-language pathologists seek to help individuals across the lifespan with speech, language,

hearing, and swallowing disorders. Program graduates are prepared to evaluate and treat problems related to speech sound production, comprehension and production of language, voice, stuttering, swallowing, orofacial anomalies, cognitive communication disorders, and hearing. They also provide counseling, education, vocational guidance and rehabilitation, and conduct research into problems of communication. Graduates are employed in a variety of settings, including schools, hospitals, rehabilitation centers, clinics, nursing homes, government agencies, private practice, and research laboratories. The Graduate program is accredited by the American Speech-Language-Hearing Association's Council on Academic Accreditation.

### **Health Services Education and Research**

This division offers a BHS degree in Clinical Leadership and Management. The purpose of the program is to provide health care professionals with formal academic education and skills training needed to prepare them for leadership and management roles and responsibilities. The program offers a career ladder for professional advancement in the health sciences. Program graduates will be prepared to assume greater responsibilities at their current jobs, be better qualified for job promotions, and be positioned for graduate studies. This program is intended for health care professionals who have an associate degree in a health-related discipline and at least one year of post-degree employment experience in a health care setting. The degree completion program accommodates transfer students for many allied health disciplines including, but not limited to, (use a comma) radiological technology, respiratory therapy, dental hygiene, clinical laboratory technicians, medical sonography, physical therapy and occupational therapy assistants, and nursing. The program provides accessible course offerings for non-traditional students who may attend part-time and require evening classes.

### **Physician Assistant Studies**

Graduates of the Physician Assistant Studies program are awarded a Master of Science in Physician Assistant Studies after completion of the 30-month curriculum. Graduates are eligible to take the Physician Assistant National Certifying Examination and with successful completion, are eligible for state certification/ licensure to practice as certified Physician Assistants under the supervision of a licensed medical or osteopathic physician. Although physician assistant privileges vary from state to state, they typically include performing history and physical exams, ordering and interpreting laboratory tests, establishing tentative diagnoses and treatment plans, counseling patients, and also assist in various sub-specialty areas of medicine such as surgery.

The UK College of Health Sciences hosts the only Physician Assistant program in the Commonwealth of Kentucky. The Physician Assistant Studies program is accredited by The Accreditation Review Commission on Education for the Physician Assistant (ARC-PA).

### **Physical Therapy**

The University of Kentucky offers the professional Doctor of Physical Therapy (DPT) Program of study (120 semester hours completed through 36 months). Successful completion enables the graduate to qualify for licensure examination throughout the United States. The physical therapist is a health professional concerned with the physical therapy examination, evaluation, diagnosis, prognosis, and intervention of individuals (patients) who have a disease, disorder, condition, impairment, functional limitation, or disability. The therapist utilizes exercise, massage, heat, cold, electricity, and other treatments for the purpose of improving circulation, strengthening muscles, encouraging the return of function, and extending the range of motion. In general, the physical therapist assists in training or retraining a patient to perform physical activities associated with daily living, with or without the aid of assistive devices. Physical therapists may be employed in a variety of settings, including hospitals, rehabilitation settings, clinics, nursing homes, hospice, home health, physician offices, sports medicine, etc. Additional post-professional graduate opportunities for physical therapists with the College include the transitional DPT (post-professional coursework for practicing therapists) and the Ph.D. in Rehabilitation Sciences. The field is expected to grow faster than the national average for most careers.

### **Radiation Sciences**

Graduates of the Radiation Science Program earn a Master of Science degree in Radiological Medical Physics. Radiological Medical Physics is a branch of applied physics concerned with the application of ionizing and non-ionizing radiation to the diagnosis and treatment of disease. Radiological Medical Physicists are proficient in the calibration of radiation producing equipment such as linear accelerators and x-ray units. They plan radiation treatments for cancer patients, which requires accurate measurement of radiation output from devices employed in cancer therapy. Other important functions include the investigation of equipment performance, organization and maintenance of quality control practices, design of radiation installations, and control of medical radiation hazards. Physics training of medical residents and radiation technologists is also a common responsibility. Such individuals most often find their primary duties as therapeutic medical physicists (radiation therapy/oncology), but on occasion will be employed primarily as medical nuclear physicists (nuclear medicine) or as diagnostic imaging physicists (diagnostic radiology).

There is a great demand for Medical Physicists and there are relatively few academic training programs in the nation. The University of Kentucky medical physics track is one of only fifteen such programs accredited in North America. All graduates have found good first placements, and tend to do very well when they sit for American Board of Radiology medical physics certification examinations.

#### **Ph.D. in Rehabilitation Sciences**

The mission of the Rehabilitation Sciences Doctoral Program (RSDP) is to fulfill a leadership role in addressing the rehabilitation needs of individuals in the Commonwealth of Kentucky and beyond through research, education, and service. The Program is designed to produce research and academic leaders in rehabilitation sciences for the professions of communication disorders, physical therapy, occupational therapy, and athletic training. The University of Kentucky College of Health Sciences offers the Program in collaboration with Eastern Kentucky University, Murray State University, and Western Kentucky University.

Students can choose from several concentrations that are specific to the research expertise of the faculty. The Program prepares graduates to conduct rehabilitation related research, teach at the university level, direct discipline-specific academic programs, work in the rehabilitation services field, and collaborate with other professionals on issues related to rehabilitation.

## **CHS Mission Statement**

The mission of the University of Kentucky College of Health Sciences is to help the people of the Commonwealth of Kentucky and beyond to gain and retain the highest level of health through creative leadership and productivity in education, research, and service.

## **Strategic Plan**

The University of Kentucky 2006-2009 Strategic Plan may be viewed at the following website:

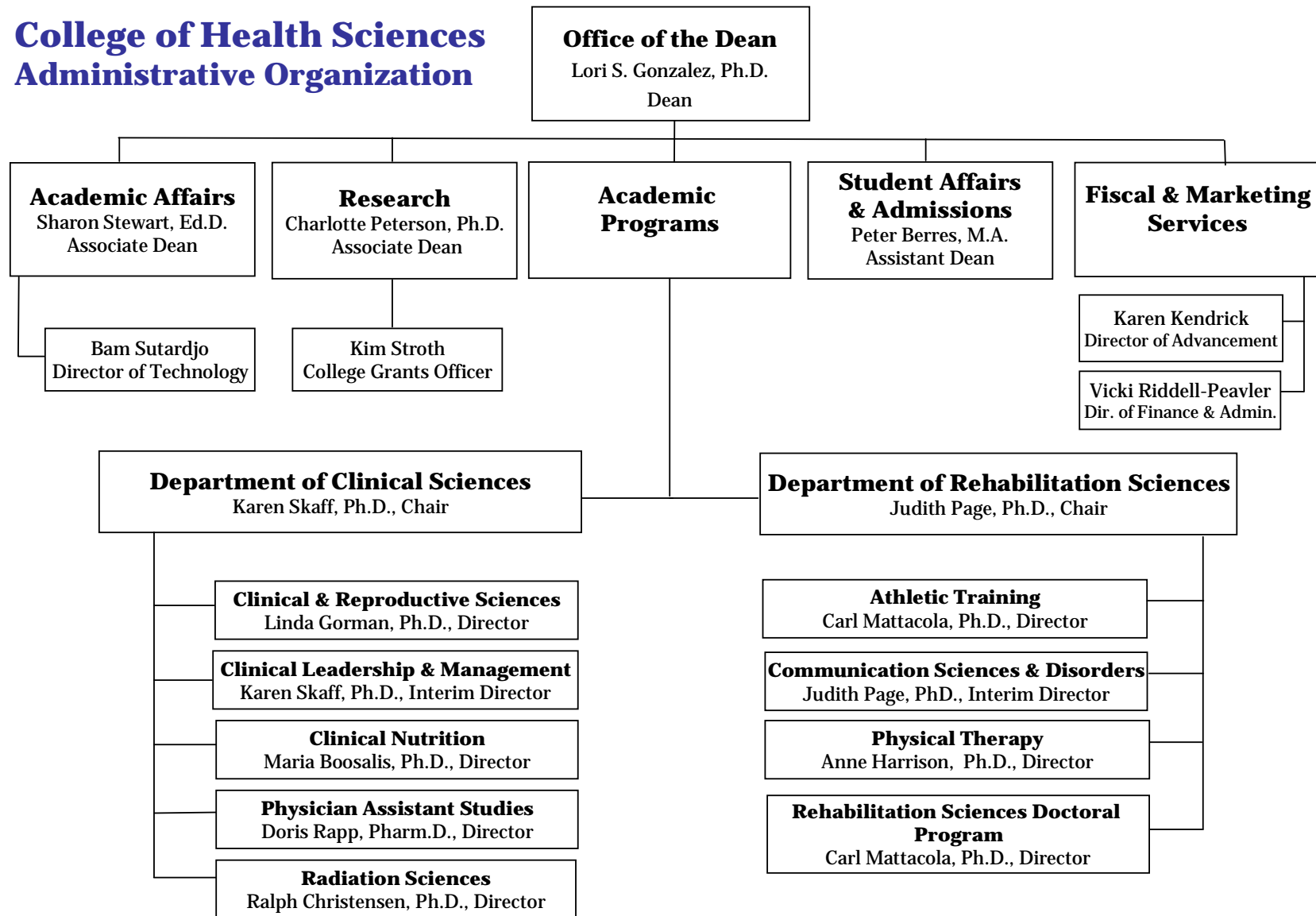
<http://www.uky.edu/ucapp/>.

The College of Health Sciences 2006-2009 Strategic Plan may be viewed at the following website:

<http://www.mc.uky.edu/HealthSciences/CHS%20Strategic%20Plan.pdf>.

## **ADMINISTRATIVE STRUCTURE AND ROLE**

# College of Health Sciences Administrative Organization





## Administrative Roles

The following are excerpts from the Governing Regulations of the University of Kentucky.  
(<http://www.uky.edu/Regulations/>)

### Dean of the College

The Dean is the executive officer of a college and ex officio member of all college committees. It is the Dean's function to see that the Governing Regulations, the Administration Regulations, the Rules of the University Senate, and the rules of the college faculty are enforced. (GR VII, page 10; <http://www.uky.edu/Regs/GR/gr7.pdf>)

### Associate and Assistant Deans

The Offices of Academic Affairs, Research, and Student Affairs are headed by the Associate Dean for Academic Affairs, the Associate Dean for Research, and the Assistant Dean for Student Affairs, respectively. The general responsibility of these individuals is to provide support and guidance to the College through the efforts of the offices they lead. The responsibilities of the Offices of Academic Affairs, Research, and Student Affairs are described below.

### Department Chair

The chairperson works with the departmental faculty in the development, by the department, of policies on such matters as academic requirements, courses of study, class schedules, graduate and research programs, and service function. A department is a basic educational unit within a college for instruction, research, and extension in a defined field of learning. The chairperson has the administrative responsibility for implementing the department's program within the limits established by the regulations of the University, the policies of the University Senate, and the rules of the college and of any school of which it is a part. The term of the Chair in the College of Health Sciences is 4 years and may be renewed for a second term consistent with the ARs. (GR VII, pages 10-12; <http://www.uky.edu/Regs/GR/gr7.pdf>)

### Division Director/Program Director

The Division Director/Program Director is the administrator for the discipline-specific programs (Divisions) within Departments. The Director represents the Division/Program to the Department Chair/Dean, serves as the program contact person, and coordinates program matters such as the Division/Program budget, distribution of faculty teaching effort, accreditation visits and reports, curriculum, course changes, and correspondence. The term of the Director in the College of Health Sciences is 4 years and may be renewed for a second term by the Chair, in consultation with the Dean.

### Director of Graduate Studies

A Director of Graduate Studies is appointed by the Dean of the Graduate School upon recommendation by the Chair in consultation with the respective Graduate Faculty and program Director. Directors of Graduate Studies are local representatives of graduate programs; provide for administration of their respective graduate programs; and act as the official liaison with the Graduate School. They also facilitate communication with the CHS Office of Student Affairs. (For additional information see the DGS *Policies and Procedures Manual* at <http://www.research.uky.edu/gdgs/dgshandbook.pdf>.)

## College of Health Sciences Administrative Services

Within the College of Health Sciences Department of Administrative Services are the following offices which report to the Dean:

### Office of Academic Affairs

The Office of Academic Affairs supports the academic mission of the College of Health Sciences by providing leadership, oversight, and support for the development, growth, and maintenance of high quality educational programs. The Office offers guidance and assistance pertaining to accreditation-related activities, degree-program and curricular matters, and other efforts to improve students' educational



experiences and opportunities. With the full understanding that high quality education requires capable faculty, the Office promotes faculty growth and success by offering a structured new faculty orientation, ongoing faculty development activities, and opportunities for financial support for creative educational initiatives. The Office also maintains faculty standard personnel files and provides oversight and administrative support to ensure that university procedures pertaining to faculty appointment and re-appointment, periodic and ongoing evaluation, and promotion and/or tenure are followed.

#### **Office of Advancement**

The role of the Office of Advancement is to increase the visibility of the college through marketing and public relations efforts, connect donors and alumni to the college in meaningful ways, and raise funds to enhance the college's ability to educate our future clinical, educational, and research leaders in allied health. The generous donations from alumni and friends of the college support much needed student scholarships, professorships, and research endeavors. This office works with administration, faculty, alumni, and friends to create partnerships that advance our mission

#### **Office of Business Affairs**

The Business Office supports the College's academic, research and service efforts in managing financial resources. The Business Office is committed to providing cost effective, timely information. It aids the faculty by providing financial data that is accurate and useful. The Office provides policies and resources that affect business practices at the division, department, College, and University level.

#### **Office of Research**

The Office of Research is responsible for building an internationally recognized research enterprise within the College of Health Sciences by creating and supporting interdisciplinary research teams across the Clinical and Rehabilitation Sciences Departments with emphases on reproductive health, voice and language disorders, and frailty prevention. It pursues that goal by providing general leadership, coordination and oversight to the research enterprise. The Office of Research also provides administrative and fiscal support to researchers including assistance in grant preparation, submission and management, research-related purchasing, interdepartmental, intercollegiate, and interagency communications, regulatory compliance, study coordination, etc.

#### **Office of Student Affairs**

#### **Office of Technology Services**

The office of Technology Services is a support unit for the College of Health Sciences. Our mission is to provide the highest quality technology-based services in the most cost-effective manner in order to facilitate the College's mission as it applies to the management, teaching, learning, and community service. In addition to providing hardware and software support the Office can help answer questions pertaining to the need and implementation of the information and communication technology in the College.

### **Administrative Committees**

#### **Executive Council**

The Executive Council is the policy making body for the *administrative* functions within the college. The Council has the responsibility for oversight and management of the strategic plan, fiscal resources, and quality assurance for all aspects of college operations. The Council serves an advisory function to the Dean and participants include the Dean, the Associate Deans of Academic Affairs and Research, and the Department Chairs.

#### **Administrative Council**

The Administrative Council is convened by the Dean of the College of Health Sciences. The Council serves an advisory function to the Dean and consists of the Dean, the Associate Deans of Academic Affairs and Research, the Assistant Dean of Student Affairs, the Department Chairs, the Director of Advancement, the Business Officer, and Chairs of the Faculty and Staff Council.

### **Research Advisory Committee**

The Research Advisory Committee shall advise the Dean on matters pertaining to research and research development such as institutional research policies, objectives, priorities, and planning, resource allocation pertaining to research, research activities pertaining to the college, enhancement of research capacity focusing on the promotion of excellence in research and the generation of funds to support it, and stimulation of research collaborations and relationships with government and industry. The Committee shall be appointed by the Executive Council upon the recommendation of the Associate Dean for Research and shall consist of representatives from across the college's research enterprise. The Associate Dean for Research shall serve as the Committee Chairperson and the Dean shall serve as an ex officio member.

### **Appointment, Promotion and Tenure (APT) Committee**

This College Committee is appointed annually by the Dean ~~and~~ after consultation with the Faculty Council. The Committee reviews dossiers and makes recommendations to the Dean concerning matters of faculty appointment, promotion, and tenure. (Rules governing appointments, promotion and tenure are found in AR II-1.0-1 pages II and III)

#### **Committee Voting Policy**

If a candidate for promotion and/or tenure is a member of the Committee member's Division, the Committee member will write a letter for the candidate's dossier and will be part of the discussions regarding the candidate. However, the Committee member will be recused from the Committee meeting, prior to the vote. If the candidate is a member of the Committee member's Department, but not the Division, the Committee member will not write a letter for the dossier, but will participate in the Committee Meeting and vote on the candidate.

### **APT Appeals Committee**

The purpose of this committee is to review any appeals related to appointment, promotion, or tenure and to advise the Dean relative to the merits of the appeal. Members are appointed by the Dean.

### **International Committee**

The purpose of the International Committee is to promote internationalization efforts by the College of Health Sciences consistent with the mission and strategic plan of the college and university. The Committee seeks to accomplish this purpose by: 1) serving as an advocate for international initiatives to faculty, staff, and students within and outside the college; 2) functioning as a liaison *between* the university and the college and *across* programs in the college about international activities and opportunities; 3) establishing policies and efficient procedures to promote faculty, staff, and student opportunities for international education, research, and service; 4) promoting a climate that is conducive to internationalization efforts within the college through consideration of curricular efforts, international activities, and by encouraging growth in faculty, staff, and student diversity; and 5) documenting internationalization efforts as required by the university and for purposes of accountability, advocacy, and improving college efforts.

### **Safety and Security Committee**

The purpose of the Safety and Security Committee is to promote the safety and security of faculty, staff, and students in the College of Health Sciences. To that end, the functions of the Committee include: 1) serving as a liaison between the College and the various individuals and agencies in the university charged with safety and security issues; 2) developing, disseminating and implementing the approved CHS Building Emergency Action Plan and Safety Procedures consistent with university guidelines and requirements; 3) Ensuring regular faculty and staff training and updates regarding safety and security procedures; and 4) Maintaining records of Committee activities and materials consistent with university expectations.

### **Staff Council**

The mission of the College of Health Sciences Staff Council is to enhance communication among staff, faculty, students, and administration as well as to serve as a liaison to the Dean on staff issues. The Council coordinates meetings and activities to promote a sense of community with the College of Health Science.

### **Student Advisory Council**

The Student Advisory Council of the College of Health Sciences, established in May, 1971, shall be comprised of student members (one of whom shall be the student representative to the University Senate), one faculty advisor, and the Assistant Dean of the Office of Student Affairs. Two representatives from each academic program shall be elected in addition to the student selected at-large for the University Senate seat. Members of this Council shall be elected democratically by students from represented academic programs. The advisors shall be recommended by the College's Student Affairs Committee and appointed by the Dean of the College. It is advisable that the Council representative from each of the programs be a senior or graduate student.

### **Faculty Membership, Rights and Responsibilities**

All full-time faculty members whose primary appointments are in the College are voting members of the faculty. These include Deans, associate and assistant Deans, professors, associate professors, assistant professors, lecturers and instructors.

All adjunct faculty, voluntary faculty, and part-time faculty of all ranks are non-voting members of the faculty as are those who hold secondary appointments in the College. These persons may, however, be considered for voting status. Administrative staff members employed full-time by the College may be considered for membership, either voting or non-voting. Faculty Council will review applications for non-voting membership and make their recommendation to faculty for approval or non-approval based on the established criteria.

Faculty member's change in status will automatically precipitate review of faculty members voting status. (e.g., full-time to part-time).

The Code of Faculty Responsibilities applies to all faculty members and to all graduate students and others with teaching and/or research assignments in the sectors; these individuals are referred to collectively as "teaching and research personnel." Faculty rights and responsibilities are described in the *University Senate rules, SECTION VII* at <http://www.uky.edu/USC/New/RulesandRegulationsMain.htm>.

Discussion of general faculty and student relations, enforcement, sanctions, rights of the accused and complainants, etc are described in the University Senate rules (<http://www.uky.edu/USC/New/RulesandRegulationsMain.htm>).

## **CHS FACULTY RULES AND PROCEDURES**

The purpose of the Rules and Procedures of the Faculty of the College of Health Sciences is to promote effective and efficient conduct of the affairs of the College of Health Sciences and to supplement the Governing Regulations of the University of Kentucky, the Administrative Regulations and the Rules of the University Senate.

## **Authorization for the College Faculty Organization**

The faculty of a college shall consist of its Dean, assistant and/or associate Deans and full-time faculty personnel having the rank of lecturer, instructor, assistant professor, associate professor or professor in the regular, special, research, or clinical title series. Membership, with or without voting privileges, also may be extended by a college faculty to any other person assigned to it for administrative work, teaching or research. An individual may be assigned to more than one faculty; in this instance, one assignment shall be designated by the Provost or Dean as the primary appointment.

The faculty shall hold regularly scheduled meetings. In addition, it shall meet in special session on the call of the President of the University, the Provost, or the Dean of the college, or at the request of a prescribed number of its membership. Each college faculty shall establish the quorum for the transaction of business. College faculty meeting minutes shall be made available to all college faculty members.

Consistent with the Governing Regulations (<http://www.uky.edu/Regs/GR/>), the Administrative Regulations (<http://www.uky.edu/Regs/AR/>), and the Rules of the University Senate (<http://www.uky.edu/USC/New/RulesandRegulationsMain.htm>), the faculty of each college shall establish its own rules, including a committee or council structure necessary for the performance of the faculty's functions. After approval of these by the Provost, copies of the rules of the faculty and a description of its committee structure shall be made available to its members and copies filed with the secretary of the University Senate and the Senate Council office.

Within the limits established by the regulations of the University and the policies and the rules of the University Senate, the faculty of a college shall determine the educational policies of that college. It shall make recommendations to the University Senate on such matters as require the final approval of that body, and it may make recommendations on other matters to the University Senate, to the president, or to other administrative officials. The academic or scholastic requirements of a college may exceed, but not be lower than, those established for the institution as a whole by the University Senate or the Graduate Faculty. Any such differences in standards must be approved by the University Senate.

A faculty of a college may delegate by rule a defined part of the determination of its educational policies to an assembly of the college, which shall consist of the faculty and designated student representatives. The number of students voting and the method of selecting these students shall be determined by the rules of the college. (Excerpt from Governing Regulations, Part VII, A4; <http://www.uky.edu/Regs/GR/gr7.pdf>)

## **Organizational Structure of the Faculty**

### **Membership and Privilege**

- The College Faculty Membership consists of full-time and part-time professors, associate professors, assistant professors, instructors, and lecturers having appointments to any department within the College.
- College Faculty Membership may be extended to any person appointed by the College for administrative work, teaching or research (e.g., adjunct faculty, voluntary faculty, administrative staff), by a majority vote of the College faculty.
- All College Faculty Members have the right to submit items for the agenda and attend all College faculty meetings.
- Voting Faculty consists of professors, associate professors, assistant professors, instructors, and lecturers who are members of the College faculty, have full-time appointments and whose primary appointment is in the College. Only voting faculty members are eligible to serve on the Faculty Council or the standing committees of the College.

- Voting Privileges may be extended to other members of the College faculty (e.g., part-time faculty, faculty with primary appointments in other colleges, adjunct faculty, voluntary faculty, administrative staff) by a majority vote of the College faculty.

### **Officers and Staff**

- **Presiding Officer**

The Dean of the College shall serve as chair of the faculty with the privilege to vote in the event of a tie vote of the faculty. The Dean is a non-voting ex officio member of the Faculty Council and all committees.

- **Recording Secretary - Staff**

The Dean's administrative assistant shall serve as recording secretary of the Faculty Meetings with responsibility to record and prepare the minutes for approval by a representative of Faculty Council prior to approval by the faculty as directed below.

### **Meetings**

- **Regular Meetings**

Regular faculty meetings shall be scheduled at least bi-monthly during the fall and spring semesters with date, time and place to be determined by the Dean in consultation with the Faculty Council, except when they determine that a meeting is not necessary.

- **Special Meetings**

Special meetings may be called by the President of the University, the Provost, the Dean, or by written request to the Dean by eight (8) members of the voting faculty. The agenda shall be restricted to those items for which the meeting is called.

- **Agenda**

- The agenda for each meeting shall be determined by the Dean in consultation with the Faculty Council. Items for the agenda must be submitted to the Dean at least ten working days prior to the scheduled meeting
- Any item proposed by a faculty member shall be considered for inclusion on the agenda by the Dean. Any item submitted to the Dean by a faculty member that has the written endorsement of five (5) voting members along with that of the initiator must be included on the agenda.
- The agenda of each regular faculty meeting shall be distributed to the faculty at least five working days prior to the scheduled meeting.

- **Quorum**

- A quorum of the faculty shall consist of fifty (50) percent of the voting membership who are not on leave of absence, sabbatical leave, or leave because of less than 12-month assignment period. A simple majority of those present and voting shall be sufficient for final decision on issues considered by the faculty. Meetings are open to anyone who wishes to attend.

- **Parliamentary Procedures**

- Faculty meetings shall be conducted according to Robert's Rules of Order, Revised (<http://www.rulesonline.com/start.html>).

- **Minutes**

- The minutes of each faculty meeting will be prepared by the recording secretary of the faculty and circulated to the faculty council chair or designated representative within 3 days following the meeting. They will then be circulated to the entire faculty within 10 days of the meeting.
- The recording secretary of the faculty is responsible for supervising the maintenance of files of the faculty meeting minutes and correspondence in the College administrative offices.

## **Faculty Rights and Responsibilities**

The faculty shall have no management or administrative functions either in itself or through its committees except those listed below. The following are the faculty rights and responsibilities:

- To review and approve or disapprove recommendations on new courses, curricula and programs;
- To review, evaluate, and recommend appropriate changes in existing courses, curricula, programs and educational policies;
- To establish appropriate faculty committees and accept or reject their reports and recommendations;

- To review, evaluate and recommend appropriate changes in existing admission, retention and graduation requirements and standards;
- To initiate, review and approve or disapprove recommendations for new admission, retention and graduation requirements and standards;
- To handle other matters as may be delegated to it by the Governing Regulations of the University of Kentucky;
- To make recommendations, as deemed appropriate, to the Dean, the Provost, the President of the University, and the University Senate; and
- To determine the form of the College's Student Advisory Council and its areas of responsibility as discussed in Section VI. 1.6 of the University Senate Rules.

## **Procedures for Implementation of Changes to College Committees and the Faculty Handbook**

Faculty Council will be responsible for updating the CHS Faculty Handbook annually in November.

- Minor changes which do not involve committee or policy changes can be made at the Faculty Council's discretion in consultation with faculty and the Dean (e.g., links to websites, word corrections, changes in University policies);
- Policy changes that involve committee rules and regulations will need to:
  - Be approved by 2/3 of the Faculty Council members; and
  - Be brought to the full Faculty of the CHS and be approved by a majority (50%) of the voting membership.

## **CHS Faculty Governance**

The College Faculty Council and the standing committees described below are the means by which the College faculty exercises its rights and responsibilities and governs itself. The meetings of these three bodies shall generally be open to anyone who wishes to attend. College administrative and faculty committee rosters may be found in [Appendix 1](#).

### **The Faculty Council**

- Shall follow Faculty Council Policies and Procedures as detailed in this Handbook;
- Shall maintain liaison with the departments, units, programs of the College, and with other Faculty Councils within the University;
- Shall serve upon request in an advisory capacity to the Dean;
- Shall develop and provide mechanisms to inform the faculty about University and College organizations (e.g., CHS faculty handbook, new faculty orientation, etc.);
- Shall interpret the Rules and Procedures of the College and may recommend to the faculty any modification thereof;
- May make recommendations to the faculty on any matters that should be addressed to the Dean of the College, the Provost, the President of the University, or the University Senate;
- Shall study and make recommendations relative to specific issues which have College-wide, long range impact;
- Shall review and evaluate existing educational policies and programs;
- Shall be responsible for conducting all College faculty elections;
- Shall appoint members of the standing faculty committees immediately following the election process, which will generally be concluded in April of each year. Committee members shall be selected from the voting membership of the faculty and may not be members of the Faculty Council or of more than one faculty standing committee. No later than April 30th of each year, the Council shall approve the Chair-elect for each standing committee based on the recommendations from the respective committees. It shall inform the faculty of all committee appointments;
- May charge faculty standing committees with matters for study and recommendations;

- Shall be responsible for the organizing and planning of faculty enrichment;
- Shall be responsible for overseeing standing and ad hoc faculty committees in order to expedite faculty business;
- Shall receive, review and recommend to faculty requests for voting and non-voting membership in the College Faculty organization.
- Shall act on behalf of the faculty when the faculty is unable to meet; and
- Shall perform other responsibilities as delegated to it by the faculty.

### **Membership**

- **Voting**
  - Six faculty representatives and two alternates will be elected from the voting membership of the faculty who are not regular members of the College's Administrative Council.
  - The first and second alternates have voting privileges when substituting for an absent Council member.
- **Non-voting**
  - The Dean serves as an ex officio member of Faculty Council.

### **Voting Procedures**

The Faculty Council will use the following guidelines in their review of applications for voting membership in the College and their recommendation to the faculty for approval or non-approval.

Extending voting privilege is the business of the Faculty and a serious responsibility. A voting member should be conversant and considerably involved in the issues of curriculum and academic standing as they affect the major purpose of the College - the education of the students. Therefore, a voting member should have:

- Awareness of trends in the health professions and specific knowledge of issues, trends and academic preparation in the health professions;
- Familiarity with the needs and view of the students of the College through frequent personal contact;
- General knowledge of the policies, procedures, rules and regulations of the College, Medical Center and University; and
- Specific knowledge of the assumptions, goals and objectives of the College and the Medical Center.

In addition to the previous guidelines, the applicant must meet one of the following criteria:

- The prospective voting member shall have a major responsibility to direct teaching of students in the College in a numbered, for-credit course;
- or
- A major responsibility in research directly related to instruction of students in the College in a numbered, for-credit course;
- or
- Demonstrate an active interest and involvement in the business of the Faculty of the College by attendance at faculty meetings, service on committees, etc., as a non-voting member for the period of one year.

Application for non-voting or voting status may be initiated by the applicant or his/her department chair by submitting a letter documenting how the individual fulfills the above criteria.

### **Elections to Faculty Council**

Nominations and elections to the Faculty Council shall take place during the month of April and shall be by letter ballot. Twice as many eligible members of the faculty as there are places to be filled shall be nominated and their willingness to serve ascertained. Willing faculty members shall be voted on by the voting faculty of the College for membership in the Council. The positions of alternates to Faculty Council will be filled by two individuals with next highest vote counts.

- **Term of Office**
  - The term of office for Council members shall be for two years, July 1 to June 30.
  - The term of office for alternates shall be for one year, July 1 to June 30.



- Only two consecutive terms as a full member may be served.
- **Vacancies**
  - If a member resigns or becomes ineligible to serve, the first alternate will become a member until the term of the member they are replacing expires.
  - If the position of first alternate becomes vacant the second alternate shall become first alternate.
  - If the position of second alternate becomes vacant the member of the faculty who at the last election received the next highest number of votes shall serve in the position until the next election.

### **Removing Members of Faculty Council**

Faculty Council members who fail to attend at least 75% of the meetings in any academic year may be removed from office following review by Faculty Council at the end of the academic year. The review will examine extenuating circumstances that may have caused the violation. At the conclusion of the review, Faculty Council will vote on expulsion or retention of the member.

### **Responsibilities of Members and Alternates**

- The members shall elect a chair and chair-elect;
- Members and alternates shall attend all scheduled meetings. The chair must be notified prior to each meeting of any inability to attend. Three absences without notification within one academic year will result in ineligibility to serve on the Faculty Council; and
- Members and alternates may submit items for the agenda.

### **Responsibilities of the Chair**

- The Chair shall appoint a recording secretary for each meeting.
- The Chair shall appoint Council members or alternates to perform the following duties:
  - Coordinate elections;
  - Circulate committee preference list;
  - Generate correspondence as determined by the Council;
  - Report on Faculty Council activities at CHS Faculty meetings;
  - Serve as chair of the faculty meeting in the absence of the Dean or the Dean's representative; and
  - Assure maintenance of an attendance record at Council meetings.

### **Recommendations and Reports**

- Recommendations for action are made to the faculty.
- Interim or progress reports shall be presented to the faculty as needed or on request.
- An oral or written annual report of activities shall be presented to the faculty.

### **Meetings**

- Regular meetings of the Faculty Council shall be held at least once a month during fall and spring semesters.
- Additional or special meetings of the Faculty Council may be called by the chair, alternate chair, or a majority of the Council members upon notifying the Council members at least one day prior to the meeting.
- A quorum of the Faculty Council shall consist of a simple majority of the voting membership.
- Faculty council meetings shall be conducted according to Roberts Rules of Order, Revised (<http://www.rulesonline.com/start.html>).
- Minutes of the Faculty Council shall be prepared by the member serving as recording secretary and circulated to all council members within seven working days. Copies of the Faculty Council minutes shall be on file and available to the faculty in the College administrative offices.

### **New Faculty Orientation**

- Faculty Council in collaboration with the Associate Dean for Academic Affairs shall host orientation meetings at least once a year for new faculty members joining the College.
- Invitations to the orientation will be included in the welcoming letter extended by the Associate

Dean/Chair of the Faculty along with copy of Faculty Handbook.

- The orientation meeting will be led by the Associate Dean/Chair of the Faculty Council along with others invited by the Faculty Council Chair.
- Information to be presented to new faculty may include:
  - Relevant Governing Rules and Regulations of University;
  - Organization of the College;
  - Program descriptions;
  - Rules and Procedures of the Faculty Organization;
  - Medical Center Organization;
  - Promotion and Tenure Guidelines;
  - Faculty Evaluation process,
  - Distribution of Effort, and
  - Any other items of important at the time or of interest to new faculty.
- The Faculty Handbook shall serve as the basis of information provided during orientation.

### **Election Committee**

- **Organizational Structure**
  - The committee consists of three members of Faculty Council. This group is a subcommittee of Faculty Council for the purpose of Faculty selections.
  - Members are appointed for each academic year.
  - Members of the Committee shall decide who will call meeting(s) and provide Committee direction.
- **Responsibilities of Election Committee**
  - Shall coordinate any and all Faculty elections
  - The election procedure will be as follows:
    - Determine number of vacancies;
    - Determine eligible faculty members;
    - Request nominations (nominate double the number of vacancies, whenever possible);
    - Ascertain willingness of nominee to serve in descending order of frequency of nomination until double the number of vacancies is acquired;
    - Formulate the ballot and circulate by email to all voting faculty (see calendar for schedule);
    - Completed ballots may be returned by email to the Dean's Administrative Assistant or printed and deposited into a sealed ballot box;
    - After computation of the ballots, results will be disseminated to the faculty;
    - Ballots are then destroyed; and
    - A tabulation sheet of the ballots will be kept in Faculty Council files at least 1 year.

### **Election of Chair and Chair-Elect**

At the first meeting of the Academic year (August), Faculty Council members will nominate and elect a Chair-Elect from the newly elected members having two-year tenure on the Council. Ideally, the Chair-Elect will assume the functions of Chair in the following year. Circumstances, however, may preclude this from happening (e.g., resignations, sabbatical, a change in position). In such cases, Faculty Council members will nominate and elect an incoming Chair from the members who will remain on the Council the following year.

### **Ad Hoc Committees**

Ad hoc committees of the Faculty Council shall be formed at any time at the request of the Council in order to assist the Council in short-term projects such as social events, fact-finding efforts, or project development. The ad hoc committees shall not perpetuate themselves beyond accomplishment of the tasks assigned by Faculty Council.

Ad hoc committees shall be composed primarily of faculty other than those serving on Faculty Council or the Standing Committees. Some ad hoc committees may require the particular expertise or background of faculty members who serve these other groups.

## **Committee Appointments**

Faculty Council should gather information from a variety of sources before appointing Standing and ad hoc committee members. This information may be collected when ballots for elections are sent out and returned to the Faculty Council for their consideration. Sources of information should include but not be limited to:

- Individual faculty concerning their own preferences for service;
- Individual faculty for their recommendations for service by other faculty; and
- Committees for their recommendations about particular needs (e.g., particular expertise needed, faculty they might recommend, and so on).

Faculty Council should consider several additional factors when making committee appointments. Individual faculty member's willingness to serve is of primary importance for final appointment. However, recognition of some of the other factors may induce Faculty Council to consider faculty who have not indicated a preference and to seek their commitment to serve. These factors include but are not limited to:

- Faculty members commitment to existing standing committees;
- Collegial support for a faculty member to serve on committees;
- Recommendations of the current year's committee about needs which certain faculty could fulfill; and
- Where possible, distribution of appointments among faculty with an attempt to vary representation by tenure status, title series, department, and division.

Ad hoc committees that are formed at times other than when most committee assignments are made need not follow same process for selection. Assignments should be based on Faculty Council's assessment of the needs represented by the charge to the committee and their determination of how best to make assignments.

## **Miscellaneous Policies**

### **• Support Services**

Individual members should arrange typing within their academic departments.

### **• Minutes of Faculty Council Meetings**

Recording, typing, and distribution of the Minutes of Faculty Council Meetings will be the responsibility of Council members on a rotating basis. The Recorder will also provide a copy of Minutes for the permanent file in the Office of the Dean.

### **• Duplication of Materials**

The duplication of Faculty Council documents (Agenda, Minutes, ballots for elections, etc.), and related supplies will be billed to the Dean's account. The Dean's offices will provide an access code for copy machine use.

### **• Permanent Record**

Copies of all documents related to the Faculty Council will be kept in a permanent file maintained in the Dean's Office. Records will be maintained for the meetings of CHS Faculty, Faculty Council, all Standing Committees, and special committees.

### **• Agenda for CHS Faculty Meetings**

The CHS Faculty meeting Agenda will be the responsibility of the Dean in consultation with the Faculty Council. The Agenda will be circulated at least five (5) days prior to the scheduled date of the Faculty meeting.

The Chair of the Faculty Council will submit any action items from Faculty Council to the Dean 7 working days prior to the meeting.

## **Calendar**

### **August**

#### ***Council Meeting*** (beginning of school)

Election of Council Co-chair, past year Co-chair becomes Chair

Establish rotation for taking minutes

Review previous year and establish goals and objectives for new year

Assign Council Member to:

Council correspondence  
Elections

**Council Chair**

- Solicit input from College faculty for agenda items
- Make appointment with Dean
- Notify Dean of Council Meeting dates and times
- Obtain updated faculty list and list of voting faculty from Dean's office
- Obtain list of faculty/staff for bulk email of Faculty Council announcements. Arrange when proposed items for faculty meeting should be into Dean's office each month.
- Plan New Faculty Orientation with Associate Dean for Academic Affairs
- Ask to be advised of:
  - Administrative Council Meeting (Chair of Faculty Council or designated representative)
  - New faculty
  - Faculty leaving the College
  - Relevant correspondence from Senate or Provost
  - Discuss what support the Dean can provide for retreats
- Publish and update annually on the web:
  - List of voting members of the college
  - Committee members and chairs
  - College directory
- Chair assigns FC members to obtain reports from chairs of standing committees with oral reports to be made at monthly Faculty Council meetings.

**September**

- Council Meetings
  - In association with the Associate Dean for Academic Affairs, decide on date for new faculty orientation (should be no later than January) and begin planning
  - Write letters to new faculty (Welcome, date for orientation and Faculty Manual)
  - Decide on items for September Faculty Meeting

**October**

- Monitor Faculty Retreat Committee
- Monitor New Faculty Orientation
- Routine business
- Begin update of Faculty Handbook

**November**

- Review progress on Faculty Retreat, New Faculty Orientation and all committees
- Routine business
- Update Faculty handbook

**December**

- Review progress on Faculty Retreat, New Faculty Orientation and all committees
- Establish meeting times for Spring Semester
- Schedule room for Council Meetings in Spring

**January**

- Solicit input from College faculty for agenda items
- Faculty Retreat
- Council member(s) in charge of elections should begin activity
- Routine business
- Update voting faculty list from Dean's office
- Update CHS Faculty Handbook on College web site

### **February**

- Ballots distributed for nominations for Faculty Council, standing committees, and other elected positions
- Committee preference list and any other election that is necessary

### **March**

- Election ballots distributed with names of nominees that have agreed to serve.
- Results should be available no later than April 15<sup>th</sup>
- Appoint Standing Committee members from preference list
- Letters of appointment to Standing Committees
- Routine Business

### **April**

- Welcome letters to new Faculty Council members
- Review and approve proposed chairs for Standing Committees (announce to faculty)
- Decide on date for combined meeting of new and old Council members
- Review and revise CHS Faculty Handbook
- Remind Standing Committee Chairs that annual written reports are due in May
- Routine business

### **May**

- Meeting of old and new Council members
- Review annual reports from Standing Committees
- Complete annual revision of Faculty Handbook

## **Academic Affairs Committee**

- Shall consider departmental proposals relative to admissions criteria and procedures; new courses, curricula and programs; changes in courses, curricula and programs; and the termination of courses, curricula and programs and recommends for faculty or administrative action;
- May review and recommend admission, retention and graduation standards and requirements;
- May review and recommend regarding the academic policies and programs of the college;
- Shall develop guidelines and schedules for the submission of proposed academic actions;
- Shall perform other responsibilities as delegated to it by the faculty or the Faculty Council;
- Shall submit in a timely manner a copy of the minutes of all meetings to the Chair of the Faculty Council and to the central files in the College administrative offices; and
- Shall submit an annual report to the Faculty Council and to the central file.

### **Membership**

- Five members selected by the Faculty Council from the voting membership of the College faculty and elected by College faculty.
- Associate Dean for Academic Affairs, ex officio, non-voting.
- Director of Student Services, ex officio, non-voting.
- Term: Three years; no more than two consecutive terms may be served.
- Chair: In March of each year the Committee shall recommend a chair-elect to the Faculty Council, whose term shall be one year.
- Recommends and reports to College faculty.
- Meetings shall be held monthly during fall and spring semesters, or as needed; email communications may be used by the Committee to conduct business in place of or in addition to monthly meetings.

Application forms and guidelines for major and minor course changes, new courses, dropping courses, new undergraduate and graduate programs, changes in existing undergraduate and graduate programs, or suspension or deletion of existing programs are available through the UK eForms (<http://www.uky.edu/eForms/alphaindex.php?dept=Senate>).

Guidelines for the course and program Review and approval process are available in [Appendix 2](#) of this document.

## **The Committee on Student Affairs**

- Shall review, promote, and assist in activities related to student welfare;
- Shall promote, support and counsel the Student Advisory Council;
- Shall review and promote the mission and functions of the Office of Admissions and Student Affairs;
- Shall provide counsel to the Assistant Dean for Office of Admissions and Student Affairs regarding the activities of that office;
- Shall provide criteria and selection assistance for the Dean's Awards, as requested;
- Shall develop guidelines and assist in the distribution of College financial aid, including scholarships, loan monies, and assistantships;
- Shall submit a copy of the minutes of all meetings in a timely manner to the Chair of the Faculty Council and to the central file in the College administrative offices;
- Shall serve to handle student appeals; and
- Shall submit an annual report to Faculty Council and to the central file.

### **Membership**

- Five members selected by the Faculty Council from the voting membership of the faculty and elected by the College faculty.
- Assistant Dean of Student Affairs, ex officio, voting.
- Faculty Advisor to Student Advisory Council, ex officio, voting.
- Student representative from Student Advisory Council, ex officio, voting.
- Dean, ex officio, non-voting.
- Terms: Two years; no more than two consecutive terms may be served.
- Chair: In March of each year the Committee shall recommend a chair-elect to the Faculty Council, whose term shall be one year.
- Recommends and reports to College faculty.
- Meetings shall be held monthly during fall and spring semesters, or as needed.

### **Duties of the Chairperson**

- Submit an annual summary report to Faculty Council by July 1 of each year;
- Call monthly meetings and set agenda for such meetings;
- Report on Committee of Student Affairs activities at CHS Faculty meetings; and
- May act on behalf of the Committee when an opinion is required.

### **Minutes**

- Responsibility for taking minutes of the meeting is carried out on a rotational basis among members.
- The typing and dissemination of copies is undertaken by the Office of Student Affairs, including the forwarding of a copy to the Chair of Faculty Council.

### **Storage of Committee Files**

- Responsibility for storing committee files, to include minutes of meeting and other records, shall be given to the Office of Student Affairs.
- The files shall be maintained as the permanent record of the Committee in all of its activities.

### **Relationship to the Office of Student Affairs**

- Provide support to the Office of Student Affairs as this unit carries out its mission.
- Shall receive a report from the Assistant Dean of Student Affairs annual report, to include the objectives for the new academic year, at the first meeting of the fall semester.

### **Relationship to the Student Advisory Council**

- Provide support to the Student Advisory Council (SAC).
- Shall receive and review the minutes of each SAC meeting and offer recommendations.

- Shall review SAC's goals for the academic year regarding its planned activities and offer recommendations.
- Rules of operation for the SAC are detailed in [Appendix 3](#).

#### **Dean's Awards**

- Promote the Dean's Awards and give assistance to the Dean in the development of criteria or in the selection process, as requested.

#### **Financial Aid**

- Assist in the distribution of College financial aid, such as scholarships, loans, and assistantships.
- Oversee the College Emergency Loan Fund.
  - The Director of Student Affairs shall meet with the Chair or designee to review each loan application.
  - The applicant must be currently enrolled in the College, or, if the application is received between terms, present evidence that he/she will be enrolled within 45 days.

**APPOINTMENTS AND PERFORMANCE REVIEW**

DRAFT



## Appointments

The process of appointment (initial, reappointment, terminal reappointment, joint appointment, post-retirement appointment, or decision of non-renewal) are described in the Administrative Regulations II 1.0-1 (<http://www.uky.edu/Regulations/AR/ar007.pdf>). The initial appointment process begins at the department and/or unit level, with a recommendation from the chair to the Dean, who may consult the CHS Appointment, Promotion and Tenure Committee, depending upon rank. Once the Dean has approved the offer and the faculty member accepts the offer, a dossier is compiled for the new faculty member by the departmental administrative assistant. This dossier is organized according to the checklist (see Appendices). After the EO1 and other materials are added at the level of the Dean's office, the dossier is submitted to the Provost (Assistant Professor and Assistant Professor levels) or initially to the CHS Promotion and Tenure Committee (Associate Professor, Professor). The Appointment, Promotion and Tenure Committee next presents a recommendation to the Dean, and the Dean prepares a letter for inclusion in the dossier. The dossier then moves to the Area Committee for review and recommendation to the Provost.

The following procedures typically are followed in selecting a faculty member:

- A vacant position is identified and authorized, subject to availability of funds;
- The Department Chair or the Chair's designee appoints a search committee;
- The position is described, including minimum requirements;
- The position is announced or advertised following approval by the Chair and Dean;
- A screening process to select one or more finalists is utilized;
- For finalists, employment and personal history inquiries are conducted;
- One or more finalists are interviewed;
- A recommendation for appointment is made, or, in the event that no recommendation is made, the search is re-opened or terminated;
- The Chair, in consultation with the Division Director and Dean prepares a letter of offer. The Chair negotiates the salary, start-up funds, and other issues in consultation with the Division Director, the Associate Dean for Research and Dean as appropriate.
- Once the offer is accepted, the appointment process begins.

## Distribution of Effort (DOE)

AR II-1.0-5 (<http://www.uky.edu/Regs/AR/ar026.pdf>) specifies that "A written agreement is to be developed annually between the unit administrator and the faculty member on the distribution of effort expected of the faculty member in major activities during the succeeding year. An individual who is hired with the prospect of becoming a tenured faculty member shall be assigned duties by the unit commensurate with making due progress toward meeting requirements for tenure. The annual performance review of each non-tenured faculty member shall include some discussion with the unit administrator of the individual's progress toward consideration for tenure in terms of the unit's expectations." Thus, the DOE is an instrument which is directly tied to both establishing expectations for faculty productivity as well as establishing outcome measures for annual performance review.

On initial appointment a DOE will be negotiated between the department Chair, Division Director, and the new faculty hire, and approved by the Dean. In April of the fiscal year current faculty are contacted by the Department Chairs and asked to prepare a DOE assignment for the upcoming fiscal year by completing the following steps:

- Schedule a conference with the department Chair to discuss the DOE assignment.
- Meet with the Division director to discuss teaching assignments for the upcoming academic year.
- Complete the two "Faculty Letter of Agreement" forms (example of January-June form found in [Appendix 4](#)) delineating specific activities you expect to accomplish during each six-month period. The specific activities in the Letter of Agreement will serve as benchmarks for the faculty evaluation process.
- Complete the *DOE Calculator* spreadsheet ([Appendix 5](#)).

- Submit your proposed DOE to your Division Director by the stated deadline (including both a hard copy and an electronic copy of your *DOE Calculator* and your *Letters of Agreement*).
- The Division Director will review the proposed DOE and request any needed changes. The Division Director will then submit electronic copies of the *DOE Calculators* and *Faculty Letters of Agreement* to the Department Chair by the stated deadline.
- Finalize the DOE process by meeting with the Department Chair during the previously scheduled meeting.
- Data for official DOEs will be entered at the Departmental level and submitted to the Dean's office for review and processing by late May. Any requested changes to a DOE must be made by the stated deadline in early June.
- Completed/corrected DOEs will be returned to faculty for signatures in early June. In turn, the completed DOE must be signed and returned to the Department by the stated deadline in late June.

## Annual Performance Review Policies

All full-time faculty in the CHS are required to participate in an annual performance review (APR). The guidelines for APR are described in the Administrative Regulations II-1.0-5 (<http://www.uky.edu/Regulations/AR/ar026.pdf>). A performance review is required for consideration for a merit raise. The College guidelines for conducting annual performance reviews are as follows:

- Before the start of each academic year, Department Chairs will negotiate annual DOEs with faculty members, keeping in mind the division, department, and College goals and objectives, the expectations accompanying the title series and rank of a full-time faculty member, and, if appropriate, the approved position description.
- The review process will begin in the fall semester (November or sooner as preferred by the Department Chair) giving adequate time for faculty members to gather documentation and for chairs to have sufficient time to conduct thorough reviews.
- Five faculty members and an alternate will be appointed to an appeals panel by the Dean prior to the start of the performance review process. Selection of panel members will be such that they represent panel of peers, including adequately representing the programs, title series and ranks in the College.
- Department Chairs should obtain information about faculty performance from:
  - The individual faculty member through the compilation of pertinent documents assembled for the purpose of elaborating on the level of activity and outcomes attained. A pre-review conference may be requested by the faculty member or the chair.
  - The faculty member's Division Director.
  - Individuals with particular knowledge of the faculty member's duties and performance. These persons may be selected by the faculty members and the chair and may include colleagues, committee chairs, clinical chiefs, etc.
  - Directors of Graduate Study and others who are familiar with the individual's teaching and advising activities.
  - Students, through their written and oral evaluations of courses and faculty, and advising evaluations. Information from didactic, clinical, and laboratory courses should be considered.
- Items submitted for consideration in the performance review should minimally include, but is not limited to:
  - Updated curriculum vitae; ([Appendix 6](#))
  - Updated teaching portfolio; ([Appendix 7](#))
  - Supporting documents, such as examples of research or creative activity produced during the review period and other information which may be relevant to the review (e.g., information on special recognition and achievements); and
  - Pertinent DOE agreements.
- In making judgments about performance, the underlying assumption is that faculty members strive to make reasonable and positive contributions to the College and University. The APR form ([Appendix 8](#)) is designed to document and acknowledge those contributions. The Chairs will make a summative evaluation considering both the quality and quantity for each major DOE activity as well as an overall judgment based on the information gathered and the Department Chair's own judgment of faculty performance. Faculty members will receive an overall evaluation rating based on the following areas

of consideration (based on DOE categories): Instruction, research/scholarly activity, service, professional development, and, if relevant, administration and/or patient care.

- The overall evaluation is not additive. The final placement of the faculty member into any given evaluation category is not a matter of averaging or totaling a series of judgments made about each DOE category. Rather, the CHS APR Form is used to record these judgments. Factors considered in assigning an overall performance rating include:
  - % DOE in specific areas;
  - Quality of teaching portfolio;
  - Quantity and quality of publications;
  - Number and quality of grant submissions;
  - Quality and quantity of service and/or patient care contributions;
  - Quantity and quality of administrative contributions;
  - Faculty rank and title series; and
  - Extraordinary circumstances (e.g., personal/professional development showing strong progress toward a doctoral degree or the receipt of a doctoral degree or special certification).
- The overall “Exceptional Contribution” category is reserved for those few whose contributions have attained special recognition, given an extraordinary effort, and/or have excelled due to personal effort, expertise and sacrifice.
- The "Failure to Make Reasonable Contribution" category may be used when a faculty member's performance fails to contribute positively to the organization. This might include failing to perform at a level consistent with one's title series, failure to carry out a reasonable work load, and/or failure to exhibit a level of quality that meets standards deemed reasonable for the individual's position, experience, etc. Whenever a faculty member's performance is judged to fall in this category, the rater should indicate what activities are recommended to make improvements.
- After the Chair decides on a rating, the Dean, Chairs, and the Executive Council meet to discuss the ratings, share any additional information, ensure the adequacy of documentation, check for consistency in the application of criteria, including calibration of ratings criteria across departments, and resolve any differences between the Chairs and the Dean before a final rating is assigned.
- The Chair meets with each faculty member to discuss the evaluation, share justifications for ratings if necessary, and discuss tentative goals for the next year.
- After meeting with the Chair faculty will sign the APR form, acknowledging they have received the form and have discussed its contents with the Chair. Providing ones signature does not imply agreement with the evaluation. If the faculty member disagrees with the spirit of the conclusions contained therein they should check the box indicating “I disagree and may appeal this evaluation”.
- Faculty members who believe their performance has been incorrectly or inadequately judged may follow the appeal process and seek a review by an independent and impartial panel of their peers.
- Each year, an Executive Council analysis of the narratives and comments reflected in the faculty evaluations will be conducted to identify general areas of needed improvement that can be addressed through various faculty development mechanisms.

## **Teacher Course Evaluation Process**

The University policy on faculty performance review (AR II-1.0-5; <http://www.uky.edu/Regs/AR/ar026.pdf>) requires that the assessment of teaching must include the results of student appraisals for at least one semester per year. The Faculty of the College of Health Sciences endorsed the use of the University's Standard Teacher-Course Evaluation in 1991.

Evaluation packets are sent to individual faculty members about three weeks prior to the end of the semester. Evaluation forms needed earlier in the semester may be requested from the Department Administrative Assistant and will be delivered to the College according to the times requested. Each packet of course evaluations contains a list of instructions that should be conscientiously followed to ensure complete and accurate results. Results of the evaluations will not be available to the instructor until the following semester, long after grades are submitted and student written comments will be typed. In order to standardize APR data reporting within the College the following policy was developed:

- To ensure that faculty have the opportunity to use student evaluations of teaching from every

semester as part of their annual performance review, faculty members will include student evaluations of teaching from the fall term prior to the calendar year under review when available. In this way, faculty members will be able to use all materials available to them as part of the review process.

- At a minimum, faculty should include both scores and comments for each course evaluated. Faculty are encouraged to provide their own explanatory comments regarding the evaluation as part of their updated teaching portfolio. These comments may include additional information to explain scores and student remarks. A description of extenuating circumstances and of measures taken to address student issues, as well as plans to address issues or reasons faculty do not plan to address selected issues, may be included where appropriate.

## **Two and Four Year Review Policies**

(Refer to Administrative Regulations, AR II-1.0-5; <http://www.uky.edu/Regs/AR/ar026.pdf>) In addition to yearly reviews, non-tenured faculty are required to participate in reviews conducted during the second and fourth year of their employment. Faculty members submit two copies of their dossier to the Department Chair. The Department Chair may request that the dossier be reviewed by designated tenured faculty members or by an appointed review committee established for the purpose of reviewing two- and four-year dossiers. Reviewers provide written input to the Chair that is then used in an advisory manner. After consideration of all input, the Chair composes a summary letter describing the faculty member's performance to date. The reviews are intended to be constructive, providing faculty with specific feedback and guidance concerning their progress. A copy of the summary letter is submitted to the Dean.

The contents of the two and four year review dossiers are as follows:

- Title Page.
- Name of the person being considered and purpose for review (e.g., two or four year review, and the date)
- Information Page - Date of employment, present rank, present distribution of effort
- Position Description - Job description for Special, Clinical, Research or Adjunct Title Series
- DOE Forms - distribution of effort forms for all the years the individual has been employed by the University
- In the case of a Four Year Review, the summary letter of the 2-year review should be included.
- Annual Performance Reviews - overall evaluations for the individual for all the years the individual has been employed by the University
- Current Vitae - vitae should follow UK format and include date last revised. The vita format is shown in [Appendix 6](#).
- Teaching Portfolio - a structured and selective collection of materials that reflects the faculty member's teaching philosophy and methods and provides evidence of teaching competence. The portfolio documents instructional activities, qualities, skills, results, and practices. Materials are included which collectively suggest the scope and quality of a faculty member's instructional contribution. It allows faculty to describe what they do in the instructional setting, what they aim to achieve and their successes.
- Examples of Research/Creative Productivity - includes articles, papers, monographs, abstracts videotapes, analog and digital multimedia, software, etc.

## **Faculty Promotion and Tenure Policies**

Policies concerning employment conditions, e.g., tenure is described in the Governing Regulations and Administrative Regulations (GR X, <http://www.uky.edu/Regs/GR/gr10.pdf>); AR II-1.0-1 page II, <http://www.uky.edu/Regs/AR/ar007.pdf>). Policies concerning promotion and tenure requirements are described in the Administrative Regulations (II-1.0-1, pages III, V-VIII, <http://www.uky.edu/Regs/AR/>).

An Assistant Professor in the sixth or next to last year of a probationary period must be considered for promotion and tenure, unless the individual requests in writing his/her willingness to accept a terminal appointment or to resign his/her position.

Preparation of dossiers for promotion to the assistant professor/associate professor/professor levels is generally initiated six months prior to the desired effective date. A dossier is prepared and required information arranged in the order found on the Appointment and Promotion checklist. Once completed, the dossier is sent to the college Appointment, Promotion and Tenure Committee for review and recommendation. The chair of the APT Committee prepares a letter to the Dean recommending approval or disapproval of the promotion. If the Dean decides to recommend an assistant professor for promotion and tenure, a letter of recommendation is added to the dossier of the candidate and forwarded to the Area Committee and then to the Provost. If the Dean does not recommend the assistant professor for promotion and tenure, the Dean notifies the individual under consideration of this decision in writing five (5) months before the end of the sixth or the next to last year of the individual's probationary period.

For an associate professor whose promotion to full professor is approved by the Dean, the Dean adds a letter of recommendation and forwards the dossier to the Area committee. In all other cases, the Dean's decision to disapprove the proposal to promote an associate professor to the rank of full professor is final and the Dean notifies the faculty member in writing with a copy to the Department Chair.

A probationary regular, special, extension, or librarian title series faculty member who becomes the parent of a child or children by birth, adoption, or guardianship, or who assumes significant responsibilities for the care of a relative (see GR X.A.1) or domestic partner shall automatically be granted a one-year delay of the probationary period by the dean of the respective college. The event or circumstances providing the basis for a delay related to significant care responsibilities must be clearly beyond those experienced by most probationary faculty. This provision is available to all probationary non-tenured faculty upon their official start date and up until the anniversary of their official start date in the year in which their tenure review is scheduled to occur. A full description of the policy is found in the Governing Regulations (GR X-B.1.c; <http://www.uky.edu/Regs/GR/gr10.pdf>).

#### **Criteria for Promotion and Tenure: Regular Title Series**

Three areas of activity are important in the evaluation of faculty for appointment and promotion in the regular title series:

- Teaching, advising, and other instructional activities;
- Research and/or other creative activity; and
- Professional, University, and public service.

Evaluation of a faculty member's performance in each area of activity should be commensurate with his or her approved distribution of effort. Ideally, individuals selected for tenure will demonstrate superiority in all of the major criteria as reflected in their assigned distribution of effort. Specific criteria for the ranks of assistant professor, associate professor and professor are found in the Administrative Regulations. (Refer to Administrative Regulations II-1.0-1; <http://www.uky.edu/Regulations/AR/ar010b.pdf>)

#### **Criteria for Promotion and Tenure: Special Title Series**

This document is intended to summarize general policies and regulations governing the Special Title Series in the College of Health Sciences. In order to establish specific Special Title positions and criteria, the initiating department shall prepare a document, to be approved by the Dean of the College and the Associate Provost for Academic Affairs which will, in accordance with these policies and regulations:

- Demonstrate the need for such a position;
- Suggest an appropriate descriptive title; and
- Propose criteria for appointment and promotion to each of the three ranks within the title series.

The proposed criteria will then be referred to the Academic Area Advisory Committee for evaluation and approval. Before an individual can be recommended for appointment or promotion in this series, the position must already have been approved. (Refer to Administrative Regulations II-1.0-1; <http://www.uky.edu/Regulations/AR/ar012.pdf>)

#### **General Policy for Special Title Series**

- Criteria set forth are minimal criteria. Where possible, it is expected that qualifications of faculty will

exceed these criteria.

- The University requires the services of professionally competent people to meet the teaching and service responsibilities for those areas in which functions and endeavors require less research. To address this need, a Special Title professorial series has been established. Three areas of activity are most important in the evaluation of faculty for appointment, promotion and tenure in this series: teaching and student relations, professional status and activity, and University and public service. Appointment to a Special Title position will not require a significant responsibility for research although research is encouraged as evidence of an individual's professional status and activity.
- To be appointed or promoted within the Special Title Series, an individual shall be judged and reviewed in a like manner as those of the regular series. However, the special needs of the position shall be taken into consideration in making these judgments. This series is not intended to serve as a means for appointing and promoting individuals who are unable to qualify in a regular title series position because of lack of research productivity.
- A major consideration in any appointment or promotion in the Special Title Series which carries tenure must be superior achievement in the three areas: teaching and student relations, professional status and activity, and University and public service. While the proportion of activities in these areas may vary according to the individuals' assignments and specialty, it must be recognized that ideally, individuals should demonstrate superiority in each of the three areas discussed here, and while special circumstances may cause the weight of emphasis on each to vary, care must be taken to insure that outstanding performance in a single area does not obscure the other factors that should be considered in evaluating academic excellence.
- Additional discussion concerning promotion and tenure in the Special Title Series can be found in [Appendix 9](#).

#### **Criteria for Promotion: Clinical Title Series**

The Clinical Title Series is a series of tenure-ineligible academic ranks and titles for appointment and promotion of qualified individuals, who participate in the University's academic programs and whose duties and responsibilities are essentially related to clinical practice, service to clients or patients, and experiential training of students of the profession. For those faculty employees appointed to Clinical Title Series positions in health care programs, the primary responsibilities are to provide patient care services, to expose students to their professional expertise and to direct students' educational experience in the clinical settings where the faculty employee practices. (Excerpted from AR II 1.0-1 page IX, <http://www.uky.edu/Regulations/AR/ar014.pdf>)

Four areas of activity are important in the evaluation of individuals for appointment, reappointment, performance review, and promotion in the Clinical Title Series:

- Practice or practice-relevant activities;
- Effective clinical instruction;
- Professional status and activity; and
- Ability to generate practice funds, if applicable for the position and as established in the position request.

A complete description of the Clinical Title Series, including definition; ranks, titles and criteria; procedures for appointment, reappointment and promotion; terms of appointment; conditions of employment, and reporting are available in AR II 1.0-1 page IX, <http://www.uky.edu/Regulations/AR/ar014.pdf>.

#### **Criteria for Promotion: Research Title Series**

The research title series is a professorial series for appointment and promotion of appropriately qualified individuals who participate in the University's academic program but whose activities shall be limited to participation in projects which (1) involve research or other creative activity, (2) are of limited and specified duration, and (3) the institution operates under contracts, grants, or other designated funds. A faculty member on appointment in the research title series shall not have any regularly-scheduled teaching or service assignments. Interim appointment and payment of salary from funds other than those associated with contracts, grants, and other designated funds may occur, with approval of the Provost or the Senior Vice President and Chancellor of the Medical Center, as appropriate, when there is a gap of six months or

less between approved contracts, grants, or other sources of designated funds. However, in such circumstances, the appointee's assignment shall be completely consistent in a general sense with the duties which the individual had and will be expected to continue under a program for research or other creative activity which is supported from contracts, grants, or other designated funds. (Excerpted from AR II 1.0-1 page VIII, <http://www.uky.edu/Regulations/AR/ar013.pdf>)

Three areas of activity are important in the evaluation of individuals for appointment, reappointment, performance review, and promotion in the Clinical Title Series:

- Research or other creative activity;
- Professional status and activity; and
- Ability to initiate and maintain a program of research or creative activity supported by contracts, grants, or other designated funds.

A complete description of the Research Title Series, including definition; ranks, titles and criteria; procedures for appointment, reappointment and promotion; terms of appointment; conditions of employment, and reporting are available in AR II 1.0-1 page VIII, <http://www.uky.edu/Regulations/AR/ar013.pdf>.

## Sabbatical Leave

(Excerpted from the Governing Regulations, GR X-B.2.d.i, <http://www.uky.edu/Regs/GR/gr10.pdf>) The purpose of sabbatical leave is to provide opportunities for study, research, creative effort, improvement of instructional or public service capabilities and methods, and related travel in order that the quality of each recipient's service to the University may be enhanced.

Faculty members who have full-time non-tenured or tenured appointments in the regular, special title, extension, or librarian series with the rank of assistant professor (or librarian III) or higher, are eligible for sabbatical leaves after six (6) years of continuous service in the rank of instructor (or librarian III) or higher at the University, or for sabbatical leaves under a different option after three (3) years of continuous service. All such sabbatical leaves shall be approved by the President or the President's designee. Please see the Governing Regulations for more detail concerning University sabbatical leave policy.

### **CHS Policy and Procedures on Sabbatical Leave**

CHS faculty members in regular or special title series with the rank of assistant professor or higher are eligible for sabbatical leave as follows:

- One year at one-half salary (academic year for appointees on the academic year, 10-month, or 11-month assignments) after 6 years of continuous eligible service
- Six months at full salary (academic semester for appointees on academic year, ten-month, or eleven-month assignments) after 6 years of continuous eligible service
- Six months at half-salary (academic semester for appointees on academic year, ten-month, or eleven-month assignments) after 3 years of continuous service

**Application Process:** Faculty members shall initiate requests for sabbatical leave with the Department Chair in consultation with the Division Director. Faculty members are encouraged to work with the Chair and Director in advance to better ensure the acceptance of the proposal. The application process is as follows:

- After consultation with the Department Chair and Division Director, the faculty member submits an Application for Sabbatical Leave packet to the Chair
- The Chair reviews the Application and makes a written recommendation to the CHS Dean. If the Chair recommends that the Leave be approved, the following information will be included in the recommendation:
  - A specific plan for how instructional needs of the program will be met while the faculty member is on leave, including: 1) who will provide coverage for each course, 2) who will assume academic advising responsibilities, and 3) who will provide supervision of the undergraduate and graduate advisees' research projects, theses, and dissertations,

- A plan for how administrative responsibilities will be managed, and
- Estimated costs associated with meeting the faculty member's responsibilities (e.g., hiring part-time faculty) and a proposed plan for covering these costs
- After consideration of the recommendation and appropriate consultation with the Chair, the Dean will make a written recommendation to the Provost.
- A letter from the Dean specifying the Dean's recommendation and expectations for the faculty member will be provided to the faculty member and copied to the Chair and the faculty member's standard personnel file.

**Application for Sabbatical Materials:** Faculty members should submit the following packet of materials to the Department Chair:

1. COVER SHEET. Provide the requested information including a statement about the purposes of the sabbatical leave and the anticipated benefits to the program and institution.
2. GOALS AND ACTIVITIES: State the goals of the sabbatical leave in relation to the purposes. For each goal, list and describe the specific activities to be completed.
3. OUTCOMES: List the expected outcomes from the sabbatical (e.g., reflection paper or summary of continuing education activities, research and publications, grant proposal, innovative instructional materials, etc.).
4. SUMMARY OF PREVIOUS SABBATICAL AWARD OUTCOMES: In no more than a page, describe the purposes, goals, activities, and outcomes/ products of your most recent sabbatical leave, if applicable.
5. CURRICULUM VITA: Provide an updated copy of your CV.
6. LETTERS FROM COLLABORATORS: Include letters of invitation or agreement from collaborators or institutions as appropriate.

**Application Evaluation:** The Chair will consider evaluation of the application based on: 1) the quality of the proposal; 2) the potential of the proposal to benefit the faculty member and the institution; and 3) past productivity and achievement. Evaluation considerations are as follows:

● **Merit of the Purposes, Goals, and Activities**

1. Consistency of the proposal with the stated purposes of a sabbatical (see paragraph 1 of this document).
2. Adequacy and feasibility of the project in relation to the length of leave requested
3. Clarity and completeness of the proposal.
4. Potential of the project to contribute to the faculty member's professional development
5. Potential likelihood that the project will contribute to the program and institution

● **Applicant Productivity**

1. Quality and quantity of contributions to the unit's missions in terms of scholarly productivity and research, instruction, service, and administration
2. Quality and quantity of outcomes and products supported by previous UK sabbatical awards, if applicable

**Outcomes:** The Outcomes listed in the proposal will be submitted by the date agreed upon by the faculty member and the Chair. Results of the sabbatical, including an evaluation of the outcomes stated in the application, will be considered in the *Professional Development* portion of the Annual Performance Review. The evaluation will occur during the actual year when the sabbatical occurred (e.g., A Fall 2008 sabbatical will be considered as part of the 2008 APR; a year-long sabbatical for Fall 2008 and Spring 2009 will be considered in both the 2008 and 2009 APR).

**Appeal Process:** Faculty members are urged to work with their Department Chair and Division Directors to resolve any differences pertaining to sabbatical leave requests. If a mutually agreeable solution is not possible, faculty members may file an appeal with the CHS Appeals Committee appointed by the Dean.




## **APPENDICES**

- Appendix 1: [Committees of the College of Health Sciences](#)
- Appendix 2: [Academic Affairs Committee, Course and Program Review and Approval Process Guidelines](#)
- Appendix 3: [Student Advisory Council](#)
- Appendix 4: [Example of Faculty Letter of Agreement](#)
- Appendix 5: [DOE Calculation Worksheet \(Excel Spreadsheet\)](#)  
[Instructions for DOE Calculation Worksheet](#)
- Appendix 6: [Guidelines for Preparation of a Curriculum Vita \(Official UK Format\)](#)
- Appendix 7: [Teacher/Course Evaluation Resources and Guidelines for Preparation of the Teaching Portfolio](#)
- Appendix 8: [College of Health Sciences Annual Performance Review Form](#)
- Appendix 9: [Areas of Activity in the Special Title Series](#)
- Appendix 10: [College of Health Sciences Faculty and Student Awards](#)

*Signature Page*

These rules have been created and approved by the faculty of the College of Health Sciences, pursuant to the authority granted by the *Administrative and Governing Regulations* of the University of Kentucky. These rules are effective on the date when approved by the Dean and Provost as indicated by their signatures below. Any modifications to these rules must also be approved by the Dean and Provost before the modifications take effect. A current copy of the approved rules for the College of Health Sciences is available in the office of the educational unit chair/director (if applicable), the Dean of the College, and the Provost. A copy of these approved rules is posted online at the University Senate website.



Dean

September 2010

Date



Provost, University of Kentucky