

Rationale for change in the AR relevant to Voluntary Faculty Appointments

The AR addressing the appointment of Voluntary Faculty was revised in 2008 and the health professions colleges would like to propose a new revision. The reason for this is that the process described creates a substantial burden on these colleges, requiring as it does, votes of the entire faculty on each appointment. Looking at the University as a whole, we have found that there are only four Voluntary Faculty members outside the health professions colleges. The process in place would appear to meet the needs of the other colleges, given the infrequency of its application. In the health professions colleges, by contrast, there are over two thousand Voluntary Faculty Members and new ones are being continuously added to the roster. The reasons for this are several.

First, many clinical experiences for health professions students must occur away from the academic health center, because there are simply too many students to be accommodated within our health care system

Second, beyond the capacity matter, there are sound pedagogical reasons for students to experience clinical environments other than our own and there is a long tradition in health professions education that embraces community experiences as an essential element in the creation of a professional. Our Area Health Education Center Program exists primarily to facilitate this process.

Third, for many health professions, including medicine, pharmacy and dentistry, accreditation requirements mandate that individuals providing clinical teaching in required courses have faculty appointments at the institutions at which the students matriculate. Given the number of students involved, this translates into a need for a great many Voluntary Faculty members.

Fourth, Voluntary Faculty members are volunteers and the amount of time any one of them is able and willing to provide varies from year to year. It is essential, therefore, that the University has access to a great number of potential clinical sites and volunteers to meet the demand and to cope with the frequent loss of clinical sites due to the changing clinical environments Voluntary Faculty members face.

Finally, many of our health professions colleges and programs are growing enrollments to meet the increasing demand for providers. This means that additional Voluntary Faculty members will be needed for the foreseeable future and, hence, that appointing them expeditiously will be increasingly critical to the success of our clinical training efforts.

For these and other reasons, the health professions colleges ask that the Senate consider approving an alternative procedure for appointing Voluntary Faculty, one which acknowledges and protects the faculty prerogative of review and approval of appointments, but which allows the faculty to delegate such review and approval to colleagues, should the faculty prefer such an arrangement. Such a decision, if taken by the faculty, would remove the requirement of a vote of the entire educational unit faculty, every time an appointment is made, a requirement that, currently is universal. Our proposal maintains the current method with only slight modifications for the purpose of clarity, so that programs and colleges whose faculties prefer to use it are free to do so.



UNIVERSITY OF
KENTUCKY
Regulations

Administrative Regulation 2:10

Responsible Office: Provost

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Voluntary Series Faculty

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- Procedures Using a Voluntary Faculty Evaluation Committee
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Criteria for Academic Ranks

I. Introduction

This regulation describes the criteria and procedures for the appointment, reappointment, and promotion for faculty appointed to positions the voluntary series.

II. Entities Affected

This regulation is applicable to educational units and individuals appointed to a voluntary faculty position.

III. Definition – Voluntary Faculty

Voluntary faculty employees-members have an official faculty appointment and devote part of their time to a program in an educational unit, but receive no salary. Such faculty employees-members usually are self-employed or hold full-time or part time positions with other institutions and agencies. The procedures for appointment, reappointment and promotion of voluntary faculty at the various academic ranks generally parallel those for the tenure-eligible title series, except for those procedures prescribed below, and that outside letters of evaluation, faculty letters of evaluation and reference to an Area Committee are not required for appointments, reappointments, and promotions. (moved to below - Procedures)

IV. Procedures

The procedures for appointment, reappointment and promotion of voluntary faculty at the various academic ranks generally parallel those for the tenure-eligible title series, except for those procedures prescribed below.

Outside letters of evaluation, faculty letters of evaluation and reference to an Area Committee are not required for appointments, reappointments, and promotions.

A. Procedures if Using the Voluntary Faculty Evaluation Committee:

1. An educational unit may choose, by vote of the unit faculty, to delegate the evaluation of Voluntary Faculty Appointments, Reappointments and Promotions to a committee called The Voluntary Faculty Evaluation Committee and charged with this responsibility. The educational unit administrator or designee shall put before the unit faculty such a proposal at the beginning of an academic year. If a majority of the voting faculty approves the proposal, the educational unit administrator or designee shall form such a committee of interested faculty members who volunteer for this duty.

A-2. An educational unit administrator or designee willshall bring the name, C.V. and completed Voluntary Faculty Application form of a candidate for a potential voluntary faculty positionemployee ~~to a regularly scheduled meeting of the unit faculty or, upon delegation by the unit faculty, a meeting of the faculty of a division within the educational unit~~ to the Voluntary Faculty Evaluation Committee for review. The educational unit administrator or designee shallwill propose a suitable rank for the individual under consideration. The Voluntary Faculty Evaluation Committee faculty willshall discuss the individual's background and credentials, and shallwill vote on the candidate's suitability for the appointment at a specific rank.

B3. Based on the determination of the Voluntary Faculty Evaluation Committee that the applicant should be appointed, the educational unit administrator or designee shall notify the Dean and request, in writing, that the individual be appointed to the Voluntary Faculty position at the specified rank. If three quarters majority of the educational unit faculty support the appointment, the educational unit administrator willshall notify the dean.

C4. Upon receipt of the recommendation, Tthe dean maywill appoint, by letter, the individual toas thea Voluntary Faculty positionemployee, and forward the appropriate documents to the Provost for action by the Board of Trustees. All Voluntary Faculty members are reappointed at the same time, on a regularly scheduled five-year cycle. Initial appointments will thus lead to reappointment at the first of these regularly scheduled five-year cycles. The reappointments shall be reviewed by the Voluntary Faculty Evaluation Committee. Candidates are approved for reappointment when a majority of the Voluntary Faculty Evaluation Committee vote to reappoint. For those approved for reappointment, the educational unit administrator or designee shall prepare the necessary documents and forward them to the Dean who, in turn, shall forward them to the Provost for Board of Trustee action. The appointments maywill be annually renewed by the dean up to a five-year period, unless—

—1. the individual Voluntary Faculty employee had any licensure or malpractice issue;, unless

—2. the dean received an unfavorable report;, or unless

—3. a majority of the voting faculty of the educational unit votes that the appointment not be renewed.

D5. The Faculty of the educational unit may at any time consider the qualifications of an individual in a Voluntary Faculty positionemployee for promotion to higher rank through a communication to that effect to the Voluntary Faculty Evaluation Committee, providing justification for the promotion. A vote of the Voluntary Faculty Evaluation Committee shall then be taken after discussion of the supporting documentation. If a majority of the Voluntary Faculty Evaluation Committee supports the promotion, the educational unit administrator or designee shall prepare the necessary documents and forward them to the Dean who, in turn, shall forward them to the Provost for Board of Trustee action.- Reappointment beyond five years shall be reinitiated as described in steps A1 and B2, above.

- ~~E6.D.~~ The educational unit administrator or designee shall review the public licensure and malpractice information on Voluntary Faculty members annually or before scheduling a student or resident with them, if such review has not been completed without concern in the past twelve (12) months. Any licensure or malpractice issues coming to the attention of educational unit faculty members shall immediately be brought to the attention of the educational unit administrator or designee, who shall review issues identified. Other reviews may be done at any time at the discretion of the unit administrator or designee. ~~records and participation of the Voluntary Faculty employees on an annual basis to assess the level of involvement and any licensure or malpractice issues and will~~ bring to the attention of the faculty any individuals whose accomplishments merit consideration for promotion.
7. The results of such review(s) shall be shared with the Dean and, when indicated, remedial steps shall be taken or termination of the Voluntary Faculty appointment initiated.

~~FE.~~ The dean shall report all Voluntary Faculty appointments to the Board of Trustees at least on an annual basis.

~~F8.~~ In rare cases where the proposed candidate for a Voluntary Faculty position ~~employee~~ requires attending privileges at the University of Kentucky Hospital(s), the dean shall forward the nomination to the Director of Medical Affairs ~~Chief Medical Officer~~. The ~~Chief Medical Officer~~ Director of Medical Affairs shall confirm that the individual has the appropriate credentialing and shall initiate the internal process to obtain approval by the Board of Trustees.

B. Procedures if Not Using a Voluntary Faculty Evaluation Committee:

1. When an application for a Voluntary Faculty Appointment is received, the educational unit administrator or designee shall bring the name, C.V., and completed Voluntary Faculty Application form of a candidate for a potential voluntary faculty position to the unit faculty for review. The educational unit administrator or designee shall propose a suitable rank for the individual under consideration. The faculty shall evaluate the individual's background and credentials, and shall vote on the candidate's suitability for the appointment at a specific rank.
2. If a majority of the educational unit faculty voting support the appointment, the educational unit administrator or designee shall notify the Dean and request, in writing, that the individual be appointed to the Voluntary Faculty at the specified rank.
3. Upon receipt of the request, the Dean may appoint, by letter, the individual to the Voluntary Faculty position and forward the appropriate documents to the Provost for action by the Board of Trustees.
4. All Voluntary Faculty members are reappointed at the same time, on a regularly scheduled five-year cycle. Initial appointments thus lead to reappointment at the first of these regularly scheduled five-year cycles. The reappointments shall be reviewed by the educational unit faculty. Candidates are approved for reappointment when a majority of the faculty vote in favor of reappointment. For those approved for reappointment, the educational unit administrator or designee shall prepare the necessary documents and forward them to the Dean who, in turn, shall forward them to the Provost for Board of Trustee action.
5. A member of the faculty of the educational unit may at any time propose that a member of the Voluntary Faculty be promoted to higher rank through a communication to that effect to the educational unit administrator or designee, providing justification for the promotion. A vote of the educational unit faculty will then be taken after circulation of supporting documentation. If a majority of the voting faculty supports the promotion, the educational unit administrator or designee shall prepare the necessary documents and forward them to the Dean who, in turn, shall forward them to the Provost for Board of Trustee action.
6. The educational unit administrator or designee shall review public licensure and malpractice information on Voluntary Faculty members annually or before scheduling a student or resident with them, if such review has not been completed without concern in the past twelve (12) months. Any

licensure or malpractice issues coming to the attention of educational unit faculty members shall immediately be brought to the attention of the educational unit administrator or designee, who will review issues identified. Other reviews may be done at any time at the discretion of the unit administrator or designee.

7. The results of such review(s) shall be shared with the Dean and, when indicated, remedial steps shall be taken or termination of the Voluntary Faculty appointment initiated.

4-8. In rare cases where the proposed candidate for a Voluntary Faculty position requires attending privileges at the University of Kentucky Hospital(s), the dean shall forward the nomination to the Director of Medical Affairs. The Director of Medical Affairs shall confirm that the individual has the appropriate credentialing and shall initiate the internal process to obtain approval by the Board of Trustees.

IV. Criteria for Academic Ranks

Criteria for academic ranks of Voluntary Faculty shall be approved by the Dean, acting on the recommendation of the Faculty of the initiating educational unit. Voluntary Faculty ~~members~~ ~~employees~~ are not eligible for tenure, faculty benefits, ~~and~~ membership in the University Senate, or election to the Board of Trustees. However, Faculty membership, with or without voting privileges, may be extended to Voluntary Faculty by the Faculty of the educational units to which they are assigned.

References and Related Materials

[GR VII.B, Academic Appointments, Reappointments, Promotions, and the Granting of Tenure](#)

[AR 2:1, Procedures for Faculty Appointment, Reappointment, Promotion and the Granting of Tenure](#)

Revision History

AR II-1.0-1: ~~7/01/2005~~

AR 2:10: 7/1/2008

For questions, contact: [Office of Legal Counsel](#)

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2. An educational unit administrator or designee shall bring the name, C.V. and completed Voluntary Faculty Application form of a candidate for a potential voluntary faculty position to the Voluntary Faculty Evaluation Committee for review. The educational unit administrator or designee shall propose a suitable rank for the individual under consideration. The Voluntary Faculty Evaluation Committee shall discuss the individual's background and credentials, and shall vote on the candidate's suitability for the appointment at a specific rank.
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4. Upon receipt of the recommendation, the dean may appoint, by letter, the individual to the Voluntary Faculty position, and forward the appropriate documents to the Provost for action by the Board of Trustees. All Voluntary Faculty members are reappointed at the same time, on a regularly scheduled five-year cycle. Initial appointments will thus lead to reappointment at the first of these regularly scheduled five-year cycles. The reappointments shall be reviewed by the Voluntary Faculty Evaluation Committee. Candidates are approved for reappointment when a majority of the Voluntary Faculty Evaluation Committee vote to reappoint. For those approved for reappointment, the educational unit administrator or designee shall prepare the necessary documents and forward them to the Dean who, in turn, shall forward them to the Provost for Board of Trustee action.
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