



College of Health Sciences Faculty Handbook

see blue.
in everything we do.

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.***

Date of Faculty Approval: __August 20, 2010

Date of Dean's Approval: _August 20, 2010

University of Kentucky Websites – Sites confirmed and updated 6/20/10

Regulations and Administration

University of Kentucky Regulations and Procedures
(<http://www.uky.edu/Regs/>)
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)
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/Faculty/Senate/rules_regulations/index.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/Bulletin.htm>)
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/dgsnotes.html>)
Registrar
(<http://www.uky.edu/Registrar/>)
Ombud
(<http://www.uky.edu/ombud/>)
Student Affairs - Counseling & Testing Center
(<http://www.uky.edu/StudentAffairs/Counseling/>)

Blackboard
(http://wiki.uky.edu/Blackboard/Wiki_Pages/Home.aspx)
Blood Borne Pathogen Exposure Policy
(http://ehs.uky.edu/ohs/bb_path.html)

Behavioral Codes

Students Rights and Responsibilities
(<http://www.uky.edu/StudentAffairs/Code>)
Behavioral Standards in Patient Care
(<http://www.mc.uky.edu/healthsciences/academic/about.html>)

- See under - Useful Links > Behavioral Codes

Health Sciences Student Professional Behavior Code
(<http://www.mc.uky.edu/healthsciences/academic/about.html>)

- See under - Useful Links > Behavioral Codes

College of Health Sciences Websites

Faculty and Administration

College of Health Sciences
(<http://www.mc.uky.edu/HealthSciences/>)
College Strategic Plan
(<http://www.mc.uky.edu/healthsciences/academic/about.html>)

- Select "College of Health Sciences > Strategic Plan from left-hand menu

College Faculty Handbook
(<http://www.mc.uky.edu/healthsciences/facultystaff.html>)

- Select "Faculty Handbook" from left-hand menu

College Forms
(<http://www.mc.uky.edu/healthsciences/administration/businessoffice/index.html>)
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/faculty/index.html>)

FACULTY HANDBOOK OF THE COLLEGE OF HEALTH SCIENCES

PREFACE	ii
University of Kentucky Websites – Sites confirmed and updated 6/20/10	iii
<i>Regulations and Administration</i>	iii
<i>Faculty</i>	iii
<i>Research</i>	iii
<i>Students/Education</i>	iii
<i>Behavioral Codes</i>	iv
College of Health Sciences Websites.....	iv
INTRODUCTION AND COLLEGE OVERVIEW	0
Welcome letter from Dean of the College of Health Sciences.....	1
Program Descriptions	2
CHS Mission Statements.....	5
UK & CHS Strategic Plans	5
ADMINISTRATIVE STRUCTURE AND ROLE	6
Administrative Roles.....	8
College of Health Sciences Administrative Services	9
Administrative Committees.....	12
CHS FACULTY RULES AND PROCEDURES	14
Authorization for the College Faculty Organization	15
Organizational Structure of the Faculty	15
Membership and Privilege.....	15
Officers and Staff	16
Meetings.....	16
Faculty Membership, Rights and Responsibilities	17
Procedures for Implementation of Changes to College Committees.....	17
and the Faculty Handbook.....	17
CHS Faculty Governance.....	18
The Faculty Council.....	18
Membership	18
Extending Voting Privilege Procedures.....	18
Elections to Faculty Council	19
Removing Members of Faculty Council	19
Responsibilities of Members and Alternates	19
Responsibilities of the Chair.....	20
Recommendations and Reports.....	20
Meetings.....	20
New Faculty Orientation.....	20
Election Committee	20
Election of Chair and Chair-Elect	21
Ad Hoc Committees	21
Committee Appointments.....	21
Miscellaneous Policies	22
Faculty Council Academic-Year Calendar	22
The Academic Affairs Committee	24
Membership	24
The Committee on Student Affairs	24
Membership	25

Duties of the Chairperson	25
Minutes.....	25
Storage of Committee Files.....	25
Relationship to the Office of Student Affairs	25
Relationship to the Student Advisory Council	25
Dean's Awards	25
Financial Aid.....	25
APPOINTMENTS AND PERFORMANCE REVIEW	27
Appointments.....	28
Distribution of Effort (DOE)	28
Annual Performance Review Policies.....	29
Teacher Course Evaluation Process	31
Two and Four Year Review Policies.....	32
Evidences for Promotion and Tenure	33
(Draft waiting final approval from Provost, as of 8-12-2010)	33
Sabbatical Leave	35
CHS Policy and Procedures on Sabbatical Leave	35
APPENDICES.....	37

INTRODUCTION AND COLLEGE OVERVIEW

Welcome letter from Dean of the College of Health Sciences

Dear Faculty,

The past 2009-2010 academic year has proved to be another milestone in the history of the College of Health Sciences. Amid an uncertain economy and tightening budget, we strengthened our resolve and commitment to educating tomorrow's health care providers, conducting ground-breaking research and giving back to our community and beyond through outreach.

Our academic excellence was evident in recent college, department and division reviews. Every area of responsibility in our college came under review, which provided a comprehensive analysis and assessment of our operations. These reports reflected extremely well on the work of our faculty, staff and students and have provided positive feedback for continued improvement. Last year also brought the creation of the 2009-2014 CHS strategic plan. This plan codifies our vision for the college's next five years, defines steps to achieve those goals and provides tools to evaluate our progress.

Other highlights of the year include bringing new faculty members on board, faculty and staff receiving numerous honors and accolades from their peers and professional organizations, sending students and faculty abroad to teach, learn, and serve, making great advances in our research efforts and pioneering efforts to impact the Commonwealth through organizations like the Kentucky Appalachian Rural Rehabilitation Network.

Beyond pursuits in research and academia, we've also stayed true to the tradition of service and outreach – the compassion and charity of our faculty, staff and students continue to be a hallmark of the college. Our students are giving back through activities like the student free physical therapy clinic, the communication disorders academic clinic and the Hispanic health fair. Faculty and staff raised support and brought in food and other items for multiple causes throughout the year, including the Haiti earthquake relief efforts, Shady Lawn and Parkside personal care homes, the Lexington Firefighter Toy Program, DanceBlue and the American Heart Association. These and many more activities are featured in our recent Outreach publication, which highlights efforts to reach our community, state and the world.

We've also continued to engage and increase involvement with our alumni and donors. This past year saw the return of our annual golf tournament, an event designed to raise support for student scholarships. It brought alumni, donors, faculty and students together and raised more than \$5,000 for scholarships. In addition, our annual phonathon broke its fundraising record for the fourth straight year and brought in nearly \$20,000 for student scholarships.

I'm incredibly proud of what we've accomplished together here in the College of Health Sciences and am looking forward to the continuing success and progress the upcoming year will be sure to bring.

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.

Clinical & 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 immuno-hematology. 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 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 & Disorders

This program offers both an undergraduate degree in communication sciences and 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 degree program is accredited by the American Speech-Language-Hearing Association's Council on Academic Accreditation.

Health Services Education & 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. The degree completion program accommodates transfer students for many allied health disciplines including, but not limited to, 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 chose to 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 29-month didactic and clinical 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 assisting in various sub-specialty areas of medicine such as surgery as permitted by their supervising physician's scope of practice. The demand for physician assistants as midlevel providers in the health care delivery system is increasing as we struggle to alleviate the workforce shortage of medical personnel, especially in the areas of primary care and internal medicine. The UK College of Health Sciences has hosted the Physician Assistant Studies program for the past 37 years. The 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 (121 semester hours completed over 36 months). Successful completion enables the graduate to qualify for PT licensure throughout the United States. The physical therapist is a health care professional who provides examination, evaluation, diagnosis, and prognosis for individuals who have a disease, condition, or impairment that results in functional limitations and/or movement related disability. The therapist then develops and provides interventions such as therapeutic exercise, soft tissue and joint mobilization, the application of thermal and cryotherapy modalities or electrical stimulation, functional training, ergonomic instruction, and education for the purpose of facilitating the return of function, managing pain, and improving quality of life. PTs also help individuals to prevent the loss of mobility before it occurs by developing fitness and wellness programs that facilitate healthier and more active lifestyles. Physical therapists may be employed in a variety of settings, including hospitals, rehabilitation settings, clinics, nursing homes, hospice, home health, school settings, and sports medicine. Additional post-professional graduate opportunities for physical therapists 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 require 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 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 athletic training, communication sciences and disorders, occupational therapy and physical therapy. 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 mentor. Creating Leaders, the program prepares scholars and scientists in rehabilitation science to teach at the university level, direct discipline specific educational programs, work in rehabilitation services field and collaborate with other professionals on issues related to rehabilitation and health.

CHS Mission Statements

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.

**(Note: CHS Mission Statement is currently undergoing revision.)*

UK & CHS Strategic Plans

The University of Kentucky's 2009-2014 Strategic Plan may be viewed at the following website:

http://www.uky.edu/Provost/strategic_planning/plan.htm.

The College of Health Sciences' 2009-14 Strategic Plan may be viewed at the following website:

[http://academics.uky.edu/cohs/Strategic%20Planning/CHS%20Strategic%20Plan%202009-2014%20\(10-26-09\)%20FINAL.pdf](http://academics.uky.edu/cohs/Strategic%20Planning/CHS%20Strategic%20Plan%202009-2014%20(10-26-09)%20FINAL.pdf)

ADMINISTRATIVE STRUCTURE AND ROLE

Administrative Roles

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

A comprehensive list of the roles and responsibilities for all CHS administrative services personnel can be found at <http://www.mc.uky.edu/healthsciences/docs/Responsibilities.pdf>

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>). Policies and procedures for conducting reviews of department chairs shall be specified and established jointly by the Dean and the College Faculty.

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/gs/dgshandbook.pdf>.)

College of Health Sciences Administrative Services

Within the College of Health Sciences Department of Administrative Services are the following offices that 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. 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 Admissions and Student Affairs

The Office of Admissions and Student Affairs in the College of Health Sciences offers services to prospective and currently enrolled students at the University of Kentucky and other institutions as well as to the applicants currently enrolled in our programs. Academic advising is a key component to the services provided by this office. Beyond scheduling classes, academic advisors assist students with registration, scholarships, advising, admissions, career goals, records information and graduation requirements.

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.

Evaluation of Administrative Staff, Division Directors and Department Chairs

A. Purpose

The purpose of the evaluation of Administrative Staff, Division Directors and Department Chairs is to provide accountability and commitment to the College's vision, mission and values. The end goals are to maximize the effectiveness of each unit in carrying out its responsibilities and to provide feedback of performance for continuous improvement.

B. Definition of Administrative Staff, Division Directors and Department Chairs

For the purpose of this evaluation, the Administrative Staff, Division Directors and Department Chairs will include the following:

Administrative Staff

1. College Dean
2. Administrative Associate to the Dean
3. Associate Dean for Academic Affairs
4. Administrative Associate to the Associate Dean for Academic Affairs
5. Director of Assessment
6. Associate Dean for Research
7. Administrative Associate to the Associate Dean of Research
8. Grants Officer
9. Director of Finance and Administration
10. Payroll Administrator
11. Administrative Support Associates for Finance and Administration
12. Director of Marketing and Development
13. Publications Production Manager
14. Assistant Dean for Student Affairs
15. Student Affairs Officer
16. Admissions Officer
17. Staff Support Associate for Student Affairs
18. Director of Technology
19. Computer Support Specialist

Division Directors for the following Divisions

1. Athletic Training
2. Clinical Laboratory Sciences
3. Clinical Leadership and Management
4. Clinical and Reproductive Sciences
5. Clinical Nutrition
6. Communication Sciences and Disorders
7. Physical Therapy
8. Physician Assistant Studies
9. Radiation Science
10. Rehabilitation Sciences Ph.D. Program

Department Chairs for the following Departments

1. Clinical Sciences
2. Rehabilitation Sciences

C. Bi-Annual Review

A bi-annual evaluation will be conducted for all Administrative Staff, Division Directors and Department Chairs. Administrative Staff members will be evaluated in even years while Division Directors and Department Chairs will be evaluated in odd years.

All College faculty and staff will have the opportunity to evaluate the Administrative Staff. Division Directors will be evaluated by the faculty members within their division. Department Chairs will be evaluated by the faculty members within their department.

D. Evaluation Process

The process for evaluating Administrative Staff, Division Directors and Department Chairs will be overseen by the Associate Dean for Academic Affairs/Director of Assessment.

The content of the evaluation instruments will be created using the Job Analysis Questionnaires (JAQs) for each position. Additional input will be solicited from those being evaluated to incorporate responsibilities not included in the JAQs. Evaluation instruments will be reviewed and updated as needed to accommodate the needs of individual units and changes to roles and responsibilities. College faculty and staff will be asked to provide their feedback via an electronic survey. The Director of Assessment will be responsible for the creation of the electronic survey instrument, its distribution to College faculty and staff, and the analysis and report writing of the results.

E. Distribution of Results

A summary of individual results will be provided to each Administrative Staff Member, Division Director and Department Chair as well as supervisors for these positions.

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 Dean of the College of Health Sciences convenes the Administrative Council. 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

The Dean appoints this college committee annually 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.

Appointment and Tenure & Promotion 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. The Dean appoints members to this committee.

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. Students shall elect members of this Council democratically 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.

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. A college faculty also may extend membership, with or without voting privileges, 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. The University Senate must approve any such differences in standards.

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, clinical title series, research title series positions, 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 in all title series 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 a final decision on issues considered by the faculty.
- In the event that a faculty member knows ahead of time that (s)he will not be able to physically attend a meeting when a quorum is required for voting purposes, provisions can be made prior to the meeting where a vote is scheduled, to accept e-mail voting (within a reasonable and pre-determined time frame) to satisfy the quorum requirement.
- 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 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, faculty in regular, special, clinical, and research title series positions, as well as 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. A faculty member's change in status will automatically precipitate review of the faculty member's voting status. (e.g., full-time to part-time).

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;
- 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.

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 (see above link). For policies and procedures pertaining specifically to teaching and research assistants please refer to AR II-1.0-7.

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

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

- Minor changes which do not involve committee or policy changes can be made at the Faculty Council's discretion in consultation with the 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 simple majority (50%) of the voting membership.

CHS Faculty Governance

The 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 this Council shall generally be open to anyone who wishes to attend.

In general, Faculty who are elected or appointed to a committee will assume their position on July 1 of the election year. The only exception to this policy pertains to membership on the HCCC and University Senate. For these two bodies, official terms will begin in September. College administrative and faculty committee rosters will be updated yearly by July 1st of the current year and made available to faculty in hardcopy or digital form.

The Faculty Council

General Duties

- 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. Shall appoint members of the standing faculty who may not be a current member of the FC, nor a current member of more than one faculty standing committee. No later than April 30th of each year, if possible, 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;
- 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.

Extending Voting Privilege 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;
- Specific knowledge of the assumptions, goals and objectives of the College and the Medical Center.
- 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 one or more of the criteria below.
 - a. The prospective voting member shall have a major responsibility to direct teaching of students in the College in a numbered, for-credit course;
 - b. A major responsibility in research directly related to instruction of students in the College in a numbered, for-credit course;
 - c. 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.

Elections to Faculty Council

- Nominations and elections to the Faculty Council shall take place during the month of April and shall be by paper or electronic ballot.
- If possible, 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 the two individuals with next highest vote counts.
- **Term of Office**
 - The term of office for Council members shall be for two years from July 1 to June 30.
 - The term of office for alternates shall be for one year from 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;
 - Assure maintenance of an attendance record at Council meetings;
 - Notify the University Senate about the results of CHS senator selections;
 - Notify the HCCC about the results of CHS elections pertaining to this committee;
 - Notify the Dean's Office of all elections and committee appointments by May 1.

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 (<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 placed on file and made available to the faculty in the College's 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 a copy of the 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 and/or Associate Dean.
- 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 the Faculty Council for the purpose of conducting faculty council elections.
 - 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 (including alternate positions for all elected committees)
 - 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 (typically in August), Faculty Council members will nominate and elect a Chair-Elect from the members having two-year tenure on the Council.
- The Chair and Chair-Elect should ideally be a senior faculty member with tenure.
 - Junior faculty are technically eligible to serve in this leadership role, but should only do so in direct consultation and with the approval of the junior faculty's Division Director and/or Department Chair.
- Under normal circumstances, the Chair-Elect will assume the duties of the Chair in the following year. Circumstances, however, may preclude this from happening (e.g., resignations, sabbatical, a change in position, etc). In such cases, the Faculty Council members will nominate and elect an incoming Chair from the members present 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 the 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.

Faculty Council Academic-Year Calendar

August

- **Council Meeting** (beginning of academic year)
 - 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
- Conduct routine business
- Begin update of Faculty Handbook

November

- Review progress on Faculty Retreat, New Faculty Orientation and all committees
- Conduct 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
- Conduct routine business
- Update voting faculty list from Dean's office
- Update CHS Faculty Handbook on College web site

February

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

March

- Distribute election ballots with names of nominees that have agreed to serve.
- Assure that results are available no later than April 15th
- Appoint Standing Committee members from preference list
- Disseminate letters of appointment to Standing Committees
- Conduct routine Business

April

- Send 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, revise and finalize CHS Faculty Handbook

- Remind Standing Committee Chairs that annual written reports are due in May
- Conduct routine business

May

- Meeting of old and new Council members, if time permits
- Review annual reports from Standing Committees if received
- Complete annual revision of Faculty Handbook

The Academic Affairs Committee

General Duties

- 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 1](#) of this document.

The Committee on Student Affairs

General Duties

- 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 2](#).

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

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/Regs/files/ar/ar006.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 (Instructor 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. *NOTE: The Standard Personnel File for each faculty member will be kept and maintained in the Dean's Office and is available for review by the respective faculty member upon request (AR II-1.0-1.II-6G)*

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 new DOE assignment for the upcoming fiscal year by completing the following steps:

- Read the *Instructions for DOE Calculator*.
 - It contains both the calculation assumptions in use in CHS this year as well as specific directions regarding categories of the DOE and where activities should be credited.
 - You should use the assumptions in calculating your DOE for each category.

- You will note that the calculation assumption for the base number of hours is 50 hours/week. All CHS faculty are to use the 50 hours/week base.
- Call the Administrative Associate for your Department to schedule a DOE conference with your Department Chair.
- Meet with your Division Director to discuss your teaching assignments for the upcoming academic year.
- Complete the *DOE Calculator* spreadsheet ([Appendix 3](#)).
 - Please be sure to complete all applicable spaces, including those that request a title, a description, or an account number.
 - Be sure to complete the sections asking that you delineate **specific activities** you expect to accomplish during the upcoming year.
 - Recognizing that plans may change during the year as new opportunities and new challenges arise, please be specific with your plans at this time, completing all items on the *DOE Calculator*.
 - The specific activities listed will serve as benchmarks for the faculty evaluation process.
- Submit your proposed DOE to your Division Director providing both a hard copy and an electronic copy of your *DOE Calculator*.
- The Division Director will review all proposed DOEs and request any needed changes. The Division Director should then submit electronic and hard copies of the *DOE Calculators* to their Chair.
- Meet with your Chair to discuss your proposed DOE and *specific activities*.
- The Executive Council will meet to discuss and calibrate all proposed DOEs. Final discussions will be held between faculty members, Directors, and Chairs regarding any needed changes.
- Make any changes agreed to and return corrected electronic versions of your completed *DOE Calculator* spreadsheet to the Chair.
- Data for official DOEs will be entered at the Department level and submitted to the Dean's office for review and processing.
- Completed/corrected DOEs will be returned to faculty for signatures.
- Completed DOEs must be signed and returned to the Department by the stated deadline.

Annual Performance Review Policies

General Policy

All full-time faculty in the CHS are required to participate in an annual performance review (APR). For tenured faculty, APR's will be conducted every two years, with the APR coinciding with the first year of the budgetary biennium. For non-tenured faculty, an APR will be completed every year. 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 DOE's 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. The faculty member or the chair may request a pre-review conference.
 - 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

- o advising activities.
 - o 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 are not limited to:
 - o Updated curriculum vitae; ([Appendix 4](#))
 - o Updated teaching portfolio; ([Appendix 5](#))
 - o 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
 - o 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 6](#)) 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 but are not limited to:
 - o % DOE in specific areas;
 - o Quality of teaching portfolio;
 - o Quantity and quality of publications;
 - o Number and quality of grant submissions;
 - o Quality and quantity of service and/or patient care contributions (AR II-1.0-XVI.B);
 - o Quantity and quality of administrative contributions;
 - o Faculty rank and title series; and
 - o 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*".
- 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.
- Faculty members who believe their performance has been incorrectly or inadequately judged are

strongly encouraged to follow the appeal process and seek a review by an independent and impartial panel of their peers.

Appeal Process for Annual Performance Review

Faculty have the right to appeal the ratings given by the chair during the Annual Performance Review (APR). The following process will be used to guide these appeals.

- The dean will appoint an appeals committee of five faculty members at the beginning of the fall term.
- The department chair will meet with the faculty member to review final ratings on the APR.
- If the faculty member disagrees with the rating, he/she has the opportunity to provide additional documentation to support his/her position.
- The department chair will review the additional information and will make a judgment.
- This judgment by the department chair will represent the final evaluation.
- If the faculty member continues to disagree with the evaluation, he/she should indicate the desire to appeal by checking the appropriate space on the APR form. He/she should also write an accompanying letter to the dean.
- The dean will convene the APR Appeals Committee. Should members of the committee have a conflict of interest, alternate members will be asked to serve on the appeals committee.
- The committee will meet with the department chair, faculty member, and other involved parties (e.g., division director). They will review the documentation provided by the chair and faculty member. After deliberations, they will provide a recommendation to the dean. No new documentation can be provided at this point in the process.
- The dean will convey the result of the appeal to the department chair and the faculty member.
- If the faculty member disagrees with the outcome of the appeal, he/she may appeal to the Provost.

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 contain 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.
- See [Appendix 5](#) for guidelines for developing evaluations and portfolio generation.

Two and Four Year Review Policies

In addition to yearly reviews, non-tenured faculty are required to participate in reviews conducted during the second and fourth year of their employment (Refer to Administrative Regulations, AR II-1.0-5; <http://www.uky.edu/Regs/AR/ar026.pdf>). 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 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 - forms for all 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 - CV should follow UK format and include date last revised. CV format is shown in [Appendix 4](#).
- 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.

Evidences for Promotion and Tenure
(Draft waiting final approval from Provost, as of 8-12-2010)

The College of Health Sciences (CHS) Evidences Document was developed to provide faculty and administrators with key activities and associated activities that exemplify and illustrate the criteria for appointment, promotion and achievement of tenure (where applicable) in the faculty title series represented in the College: Clinical, Lecturer, Regular, Research, and Special title series. These evidences are based on University of Kentucky Administrative Regulation criteria and support the tri-part mission of CHS.

The document was developed by a committee appointed by the CHS Faculty Council, with substantial input from College faculty and administrators. The final document was approved by the faculty through a College vote and by the Dean of the College on April 7, 2010. The document should serve as a guide to illustrate required and expected evidences for promotion and tenure, as well as examples of additional evidences which add to the evaluation of merit. The document is not designed to include all possible examples of evidentiary outcomes for promotion and tenure nor is it intended to be considered a checklist of requirements.

The mission of the College of Health Sciences is primarily supported by faculty activity in three areas: Scholarly Productivity, Instruction and Service. The following three paragraphs provide an overview of the expectations for these areas.

Scholarly Productivity. All CHS faculty members are expected to be scholars and exhibit a career-long commitment to excellence and productivity. Traditional research through the scholarship of discovery is highly valued and expected in many positions. The faculty members in the College of Health Sciences also value the broadened scope of scholarship as defined by Boyer and others (1990), inclusive of the scholarship of integration, application, teaching, and engagement. The requirements for outcomes related to scholarship for each faculty will be determined by the faculty title series, position description, DOE, and programmatic demands. It is recognized that programmatic demands result in some faculty having little time allotted to scholarship dissemination. In such cases this is agreed upon in the position description, contract, and DOE. All faculty members are nevertheless expected to demonstrate a scholarly approach to their work.

Instruction. The College has a long history of excellence in teaching. It is expected that faculty members will contribute to the teaching mission when appropriate for the title series, and will demonstrate continued growth in this area throughout their academic careers. While most teaching assignments are related to didactic and clinical teaching, there is a growing need for mentoring of students in the area of research. Both types of teaching are needed and valued.

Service. Given the land grant mission of the University and the need for outreach related to allied health issues, service is an important component of faculty productivity. The College has the expectation that faculty members engage in service activities that will have a positive impact on the College, University, community, state and nation. There is also an expectation that faculty members will be active in professional associations at the state or national level.

It is expected that the collective outcomes of the faculty of each program will facilitate excellence in contributing to the three primary domains of the University and College mission: education, research, and service. The extent of the focus in each of these domains will vary considerably for each individual faculty member, underscoring the importance of the contributions of the group as a whole in meeting the institutional missions. The faculty title series, the position description, the DOE, and programmatic demands and accreditation standards are determinants of the amount of time each faculty member devotes to each key domain of the mission. The evaluation of the faculty member's performance will reflect these determinants and the evidences needed for promotion. Depth and breadth of outcomes, quality and quantity of outcomes, and the cumulative professional trajectory will be considered in all

evaluations. Ultimately, excellence will be defined by the impact of the individual's work on students, colleagues, patients, clients, the profession, and/or the community.

The CHS Evidences documents drafts can be viewed on the CHS Sharepoint site:

<http://academics.uky.edu/cohs/Evidences%20Committee/Forms/AllItems.aspx>

As indicated previously, the document is a guide to illustrate required and expected evidences for promotion and tenure, as well as examples of additional evidences which add to the evaluation of merit, and is not designed to be all inclusive.

Additional policies concerning employment conditions are 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/ar006.pdf>). University 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/>).

Preparation of Dossiers

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.

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.

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>).

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

As per a memorandum from the Provost (dated December 15, 2008), the following guidelines are to be followed with regard to vacation leave credit during an approved sabbatical leave.

- Ten-, Eleven-, and Twelve-month faculty persons on approved sabbatical leave are entitled to a proportion of their annual vacation allotment commensurate with the percentage of their regular (annual) salary earned during the sabbatical leave period.
- By this accounting, faculty on a full-year half-pay sabbatical shall receive 11 days of vacation leave, while those faculty on a half-year at full-pay sabbatical leave shall be credited with 22 days of vacation leave. Vacation leave, if used, shall be taken in the assignment period in which it is credited, or the unused days shall be forfeited.

Application Process for Sabbatical

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:

- a. 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.
- b. 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.
- c. 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.).
- d. 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.
- e. CURRICULUM VITA: Provide an updated copy of your CV.
- f. 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**
 - Consistency of the proposal with the stated purposes of a sabbatical (see paragraph 1 of this document).
 - Adequacy and feasibility of the project in relation to the length of leave requested
 - Clarity and completeness of the proposal.
 - Potential of the project to contribute to the faculty member's professional development
 - Potential likelihood that the project will contribute to the program and institution
- **Applicant Productivity**
 - Quality and quantity of contributions to the unit's missions in terms of scholarly productivity and research, instruction, service, and administration
 - 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).

Appeals 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: [Academic Affairs Committee, Course and Program Review and Approval Process Guidelines](#)
- Appendix 2: [Student Advisory Council](#)
- Appendix 3: [DOE Calculation Worksheet \(Excel Spreadsheet\)](#)
Go to the link, and go to the bottom of the page to find additional links to DOE information
- [Instructions for DOE Calculation Worksheet](#)
- Appendix 4: [Guidelines for Preparation of a Curriculum Vita \(Official UK Format\)](#)
- Appendix 5: [Teacher/Course Evaluation Resources and Guidelines for Preparation of the Teaching Portfolio](#)
- Appendix 6: [College of Health Sciences Annual Performance Review Form](#)