




## MEMORANDUM

To: Deans, Chairs and Directors

From: Lisa Tannock, MD   
Associate Provost for Faculty Advancement

Subject: Information to Share with New Faculty

Date: August 28, 2023

The Provost Office and Office for Faculty Advancement are excited to join you in welcoming new faculty to our university. As part of our charge to support the careers of all of our faculty members, we would like to remind you of the resources OFA offers year-round including professional development opportunities and guidance on policies and processes related to faculty. Please be sure to encourage faculty members to visit and bookmark our website: <https://ofa.uky.edu/>

At the beginning of an individual's faculty employment, it is also critical that they receive and are briefed on university policies applicable to their career development. Please share the following university documents with the individual:

- the rules and procedures of their educational unit, **including the unit's document on 'Evidence Statements'** for use in guiding tenure and promotion evaluations (These "statements of evidence" should be reviewed periodically. They are extremely important as they help faculty optimize their approach toward academic growth.);
- the [Governing Regulations](#) and [Administrative Regulations](#); especially sections dealing with appointment, reappointment, promotion and tenure ([AR 2:1](#)) and dealing with faculty consulting and overload employment ([AR 3:9](#));
- the [University Senate Rules](#), in particular the *Code of Faculty Responsibilities* (Section 7.0);
- the rules and procedures of their college;
- their Standard Personnel File;
- the [Student Rights and Responsibilities](#); and
- the [faculty leave of absence policies](#), particularly the [faculty temporary disability and family medical leave policy](#).

In addition, please alert faculty that this memo and other faculty information about criteria for academic ranks, performance evaluation, and promotion and tenure regulations are available online [here](#). Other sections of the OFA website offer information about becoming familiar with the university, the community, career development sessions, resources for new faculty, as well as a directory of other new faculty.

**Faculty Standard Personnel File:** In compliance with the University's *Administrative Regulations*, every faculty employee has one official [Standard Personnel File](#). This file contains the faculty employee's *Notice of Academic Appointment and Assignment* contracts, transcript, curriculum vita and other work-related materials (e.g., distribution of effort agreements, evaluation reports and progress reviews). Many of these materials are [required content](#) for dossiers assembled to conduct reappointment, tenure and promotion reviews. Ensuring that a faculty employee's Standard Personnel File is complete, accurate and up-to-date is the joint responsibility of the faculty employee and educational unit administrator. A faculty employee's access to their Standard Personnel File shall not be impeded.

We hope that all of our faculty members, both new and returning have an excellent year, and find the Office of Faculty Advancement to be a supportive and helpful resource in their career.