

Based on April 1, 2015 version

Updated February 9, 2018

Approved by Faculty Advisory Committee vote on February 19, 2018

Amended by Faculty Advisory Committee vote on February 14, 2019

COLLEGE OF FINE ARTS

FACULTY RULES DOCUMENT

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COLLEGE OF FINE ARTS FACULTY RULES

Introduction

The Faculty Rules Document provides information for the College of Fine Arts (CFA) faculty concerning governance structure, policies, rules of procedure, and basic responsibilities. This document does not form any portion of the contract between faculty and the institution. The language in the document does not supersede or alter any university policies and procedures, or the language of official University of Kentucky documents, such as the *Governing Regulations (GR's)*, the *Administrative Regulations (AR's)*, the *Rules of the University Senate*, the *Code of Student Conduct*, the *University of Kentucky Bulletin*, *Business Procedures Manual*, or other such documents.

The contents of this document will be reviewed concurrently with the review of the College and on other occasions as deemed necessary. Proposed changes to this document should be directed to the chair of the College Advisory Council for timely consideration by the Advisory Council. The official copy of this document shall be posted on the CFA website and maintained by the Office of the Dean.

Questions about departmental/school governance should be directed to unit chairs/directors as appropriate.

Mission Statement

The College of Fine Arts declares that the arts are **essential** to the life of the individual and the community. We express our commitment to the arts through our dedication to teaching, scholarly research/creative activity, experimentation, performance, and exhibition.

College Description

The College is comprised of four academic units that directly serve our mission: the Department of Arts Administration, the Department of Theatre and Dance, School of Art and Visual Studies, and the School of Music. The Singletary Center for the Arts serves as the primary home for School of Music concerts and productions, but also presents national and international artists and speakers providing artistic and cultural experiences for the education and benefit of students, the University, and the Commonwealth. The University of Kentucky Art Museum is Central Kentucky's premier accredited art museum with a collection of more than 4,500 objects, serving as a teaching resource for all students and faculty as well as for guests and visitors from throughout Kentucky and beyond.

The College offers Kentucky's most comprehensive array of educational programs devoted to the visual and performing arts. Degrees offered include the B.A., BFA, M.F.A. in Studio Art, the B.S. in Digital Media and Design, and the B.A. and M.A. in Art Education and Art History and Visual Studies; the B.A. and M.A. in Arts Administration; the B.M.M.E, B.M., B.A., M.M., M.A., D.M.A., and Ph.D. in Music; and the B.A. in Theatre and B.A. in Dance. Minors offered include Art History, Art Studio, Dance, Digital Media and Design, Interdisciplinary Minor in the

Arts, Interdisciplinary Minor in the Arts, Music Performance, Music Theory & History, Photography, Theatre, and Visual Studies.

The College Mission encompasses teaching, research/creative activity, and service. We:

- A. Provide quality professional and pre-professional education for visual and performing artists, arts administrators, scholars, and teachers; offer general arts courses and a variety of arts experiences for the University community leading to an appreciation of the arts and their application to the human condition.
- B. Extend the boundaries of knowledge and experience through nationally and internationally recognized scholarly research, creative research, performance, and exhibition.
- C. Play a major role in the cultural life of the University and Commonwealth; encourage cultural diversity and enhance the quality of life through access to the arts for all constituencies; work as a partner with other educational and cultural institutions, business, and industry; and serve as a state-wide resource for the arts.

Vision

The College of Fine Arts pursues excellence in creativity, creative problem solving, research, analysis and discovery in the arts. Through artistic exploration the College reaches out to individuals to affect personal, economic, and social change.

Values

The arts index our culture and our collective humanity. The arts enhance the quality of the community as well as that of the individual, providing a platform for life-long appreciation and learning. The arts promote collegiality and collaboration, nurturing an understanding of others and an appreciation of the complexity of the human experience. As the only College of Fine Arts in Kentucky, the College takes its responsibility to foster, promote, analyze and create the arts for the benefit of the Commonwealth as the heart of our mission.

Diversity and Inclusion

The College of Fine Arts values and honors diverse people, experiences and perspectives, and intentionally fosters an environment of diversity and inclusivity. The College promotes equality, fairness and respect for all faculty, staff, and students, their cultural traditions, beliefs, histories and communities.

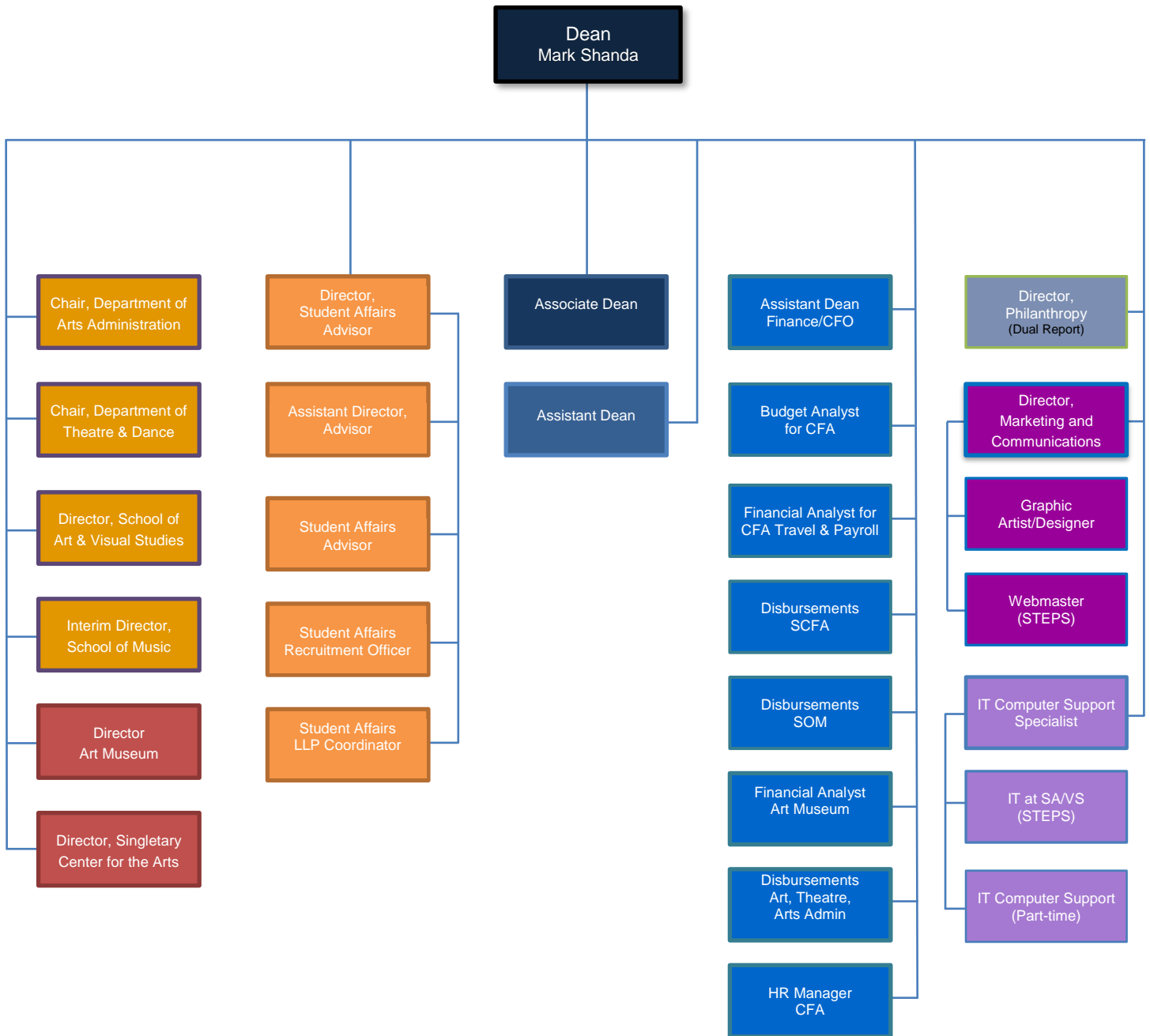
Chronology of the College

- 1865 Founding of the Agricultural and Mechanical College of Kentucky
- 1865 College of Science, Literature, and Art formed
- 1881 Initial music, art, and drama courses offered
- 1902 Kentucky State College Glee Club formed
- 1903 Captain Byroade's Military Band established
- 1910 The Strollers Dramatic Society is formed (first production is *Richelieu*)
- 1918 President McVey forms the Departments of Art and Music
- 1918 Carl Lampert, composer of the "Alma Mater" and of "On, On U of K," named chair of the Music Department
- 1918 Sunday musicals begin
- 1918 Cadet Band and the University Orchestra formed and housed in White Hall
- 1919 President McVey proposed first art exhibition
- 1920 Four-year teaching diploma offered by Art Department
- 1922 UK purchases a former African American Consolidated Baptist Church and associated structures on a lot at Winslow and Euclid Streets; one year later the church is used for the Romany Theatre
- 1925 The Art Department moves from the attic of White Hall to a building on Winslow Street called "The Art Center"
- 1926 Theatre and performing group continues with a name change; Romany Theatre begins with community and university involvement through the English Department under the direction of Carol Sax.
- 1927 The Art Center is enlarged with two frame buildings (at a cost of \$27,000) to house the Departments of Drama and Music that are moved from White Hall
- 1928 Romany Theatre becomes the Guignol Theatre under the direction of Frank C. Fowler
- 1929 Miss Calahan begins the Art Museum
- 1934 First in-service training for music teachers developed
- 1934 Initial European Student Tour offered
- 1937 Department of Music receives National Association of Schools of Music accreditation
- 1939 Music reorganized with full-time faculty in applied music; Workshop built on the back of the Guignol Theatre
- 1940 Art Department transferred out of Art Center; Department of Music, Drama, and Guignol Theatre remain
- 1947 February 10, the Arts Building/Guignol Theatre are destroyed by fire; Department of Music, Department of Art, and Theatre temporarily housed in "The Barracks" Insurance settlement (\$43,000) directed towards building the new Fine Arts Building
- 1948 First graduate degrees in Music conferred
- 1949 The Department of Art first offers the first Bachelor of Art (BA) in art education
- 1950 February 19-25 Fine Arts Building dedicated: includes Music, Theatre, and Visual Arts Departments plus new Guignol Theatre (the first production in the Guignol is *Medea* starring Lucille Little)
- 1965 Reynolds Studio Art Complex begins operation
- 1966 Hubert Henderson becomes the first director of the School of Fine Arts within Arts and Sciences and this event was celebrated with a UK Festival of the Arts
- 1966 D.M.A. degree approved in music teaching

- 1967 Department of Theatre approved
- 1970 First D.M.A. conferred (Helen Fulbright)
- 1970 The Art Department first offers the Master of Fine Arts (MFA) degree
- 1971 Ph.D. in Musicology approved
- 1972 Department of Music becomes School of Music under Wesley Morgan
- 1976 College of Fine Arts formed; Herb Drennon named acting Dean
- 1978 J. Robert Wills named Dean of the College
- 1978 First Ph.D. (musicology) conferred (Kristine Forney)
- 1978 The Department of Art first offers the Bachelor of Fine Arts (BFA)
- 1979 Center for the Arts dedicated
- 1980 Center for Contemporary Art Gallery begins exhibitions
- 1980 Doctoral programs in music reorganized: D.M.A. in performance and composition; Ph.D. in music includes musicology, theory, and music education
- 1982 Richard Domek assumes duties as Dean of the College after one year as acting Dean of Fine Arts
- 1986 Center for the Arts renamed Otis A. Singletary Center for the Arts
- 1986 Laboratory Theatre renamed Briggs Theatre
- 1987 Helen Hayes headlines first College of Fine Arts Gala Benefit
- 1987 College initiates Phonathon
- 1987 First director of Arts Administration program is appointed
- 1988 Degree program for Arts Administration approved
- 1991 UK Friends of Music established
- 1992 Rhoda-Gale Pollack assumes duties as Dean of the College of Fine Arts
- 1993 Fine Arts Institute established
- 1996 College of Fine Arts Dean's Circle established
- 1996 Opera Theatre program is established and first director is appointed
- 1998 Robert Shay assumes duties as Dean of the College of Fine Arts
- 1998 John Jacob Niles Center for American Music is established and the first director is appointed (Ron Pen)
- 1999 First endowed chair appointment (Gail Robinson, Music)
- 2000 Lucille Caudill Little Fine Arts Library and Learning Center opened
- 2000 College of Fine Arts Digital Lab opens
- 2004 First Fine Arts Cooperative Extension Agent appointed (Pike County)
- 2006 Fine Arts Living Learning Community opens
- 2008 Renovations begin for Phase I of the William E. and Casiana Schmidt Vocal Arts Center; the Center opens in 2009
- 2010 Michael S. Tick assumes duties as Dean of the College of Fine Arts
- 2011 Department of Theatre institutes the Dance Minor
- 2011 Master of Music in Music Therapy is approved (collaborative endeavor with UK HealthCare)
- 2012 Department of Theatre receives accreditation by the National Association of Schools of Theatre
- 2012 Master of Arts in Arts Administration is approved (the first totally online program in the CFA and the first by a public university in the U.S.)
- 2012 First cohort of graduate students enrolls in the Master of Music in Music Therapy degree program
- 2012 The Department of Art is officially renamed the School of Art and Visual Studies

- 2012 The Art Museum at UK is reassigned from the Office of the Provost to the College of Fine Arts
- 2012 The University of Kentucky acquires the “University Lofts” property on Bolivar Street to be renovated for use as a new School of Art and Visual Studies facility to replace the Reynolds Building
- 2013 Musical Theatre Certificate Program approved (collaborative endeavor between the Department of Theatre and Dance and the School of Music)
- 2013 First cohort of graduate students enrolls in the Master of Arts in Arts Administration degree program
- 2014 Renovations begin for Phase II of the William E. and Casiana Schmidt Vocal Arts Center; all Voice faculty and Opera Theatre staff relocate from the Fine Arts Building
- 2014 Department of Theatre is officially renamed the Department of Theatre and Dance
- 2015 The School of Art and Visual Studies facility opens on Bolivar Street
- 2016 Arts Administration achieves Department Status
- 2016 Approval to offer the Bachelor of Science in Media and Design
- 2016 The Holmes Hall Creative Arts Living Learning Community opens
- 2017 Approval to offer the Bachelor of Arts in Dance
- 2017 Mark Shanda assumes duties as Dean of the College of Fine Arts

College Organization/Administrative Structure



Administration

The leadership team (Executive Council) of the College includes the following positions:

Dean
Associate Dean
Assistant Dean
Assistant Dean, Finance
Director, School of Art and Visual Studies
Director, School of Music
Chair, Department of Arts Administration
Chair, Department of Theatre and Dance
Director, UK Art Museum
Director, Singletary Center for the Arts
Director, Marketing and Communications
Director, Philanthropy
Director, Student Affairs
Director, Instructional Information Technology

Administrative Leadership Responsibilities

Dean

- A. The Dean is the chief academic and administrative officer and administrator of the College of Fine Arts, and is responsible for leading the College to advance excellence in teaching, research, and service in a collegial environment.
- B. Work effectively with faculty and staff representing the College's academic programs; provide visionary and innovative leadership and supervise the College's strategic planning and budget development.
- C. Develop and promote activities that support a large and diverse faculty; oversee faculty recruitment and development, promotion and tenure and the appointment of departmental chairpersons and school directors.
- D. Work collaboratively with deans and other UK college units and with major campus-wide centers to promote innovative interdisciplinary teaching and research. Represent the interests of the College and the University to various constituencies both within and outside of the UK community.
- E. Work closely with the Office of Philanthropy to seek funds from external sources to enhance the College's teaching, research/creative activity, outreach and service missions.

Associate/Assistant Deans

The Associate and Assistant Deans serve at the pleasure of the Dean. The Dean, in consultation with the Executive Council and the Faculty Advisory Council, determines the responsibilities, assignment and appointment of the Associate/Assistant Deans.

Academic Unit Chairs/Directors

- A. Appointment
(For more detailed information, refer to Governing Regulation VIII *University Appointments* <http://www.uky.edu/regis/Administrative/gr8.htm>)

- B. Duties and Responsibilities
(For more detailed information, refer to Governing Regulation VII *University Organization* <http://www.uky.edu/regs/Administrative/gr7.htm>)

FACULTY

A variety of committees are necessary in order that faculty, staff, and students may engage in college business. The Dean and/or the Directors and Chairs appoint members to these committees in accordance with the University's Governing Rules. Committees are standing or ad hoc. Announcement of membership and terms for all College committees must be distributed annually.

College-wide Meetings (College Congress)

College-wide meetings serve as a forum for communication, deliberation, and consultation on matters pertaining to the College as a whole. Only members of the College of Fine Arts faculty as defined below (see A. Membership) may take action on formal recommendations (required votes) dealing with the academic programs and policies. All others are welcome to join in the conversation at the meeting.

- A. Membership
Eligible members include all full-time faculty members with the rank of Instructor, Lecturer, Senior Lecturer, Assistant Professor, Associate Professor, or Professor; faculty with at least half-time and primary appointment in the College of Fine Arts; and full-time staff assigned to the College. Lecturers and Senior Lecturers may vote in University Senate elections and are eligible to be elected to the Faculty Senate. The Dean and Associate Dean are non-voting members.
- B. Meetings
1. A college-wide meeting (College Congress) shall be held a minimum of twice an academic year, once during each of the fall and spring semesters.
 2. The Dean shall set the specific date of the meeting.
 3. Additional or special meetings of the College may be called by the Dean, a majority of the members of the College Advisory Council, the College Executive Committee, or by written request to the Chair of the College Advisory Council signed by no fewer than 10 members of the faculty.
 4. The calling party shall set the agenda for the meeting and provide reasonable notice as to the time and location of the called meeting (minimum 3 working days).
 5. The Dean of the College shall preside over meetings of the college. In the absence of the Dean his/her appointed representative or the Chair of Faculty Council shall preside.
 6. For actions that require formal voting, 30 faculty members with at least one member from each of the college's four academic units shall constitute a quorum.
 7. With a quorum, the assembled body may act on business forwarded to it or initiated at the meeting.

8. Without a quorum, discussions or presentations may occur and recommendation may be referred to the College Executive Council, the College Advisory Council, or the Dean.
9. Responsibilities may be delegated to committees or other bodies formed from the results of a meeting as appropriate.
10. Meetings may elect to follow Robert's Rules of Order when necessary, but the principle of fairness and openness in process must be maintained regardless.
11. The Administrative Assistant to the Dean shall send the agenda for meetings, record minutes of the meeting (unless a secretary is elected at the meeting), record attendance, distribute documents as necessary, distribute ballots for votes and post minutes electronically.
12. Each meeting shall allow new business or topics to be raised from the floor.
13. Meetings shall be conducted in accordance with all Kentucky Open Meeting laws.

Executive Council (Leadership Team)

The Executive Council serves as both a forum for the College's administrators and as an advisory committee to the Dean on matters related to administrative and academic policies, procedures, and governance issues affecting the College.

A. Membership

1. The Executive Council, chaired by the Dean, consists of the Dean, Associate Dean, Assistant Dean/Chief Financial Officer, Chairs of the Department of Theatre and Dance and Arts Administration, Directors of the School of Music and the School of Art and Visual Studies, Directors of the Singletary Center for the Arts and the Art Museum, Directors of Philanthropy, Communications, Student Affairs, Instructional Technology, and the Administrative Assistant to the Dean.

B. Meetings

1. The Executive Council meets on a regular basis during the academic year.
2. The Dean may call special meetings as necessary.
3. A simple majority constitutes a quorum.
4. The Dean determines the meeting agenda with input from team members.
5. The Administrative Assistant to the Dean records the minutes of the meetings and distributes them to Council members plus the chair of the College Advisory Council.
6. Every agenda of the Executive Council shall allow new business or topics to be raised.

Faculty Advisory Council

The Faculty Advisory Council (FAC) provides a forum for the discussion, formulation, and evaluation of short and long-term strategic goals for the College; the Council will review the CFA Rules document as deemed necessary prior to a review of the Executive Council and the membership of the College.

A. Membership

1. The FAC shall include, but need not be limited to 11 faculty members, with representation from the School of Music, the School of Art and Visual Studies, the Department of Theatre and Dance, and the Department of Arts Administration, and must include members from all faculty ranks (Assistant, Associate, and Full Professors).
2. Unit heads will select members for the Council in consultation with unit faculties.
3. Members shall be appointed to serve two-year terms, with five members in one class and six in the other so that each year there is approximately ½ of the group changing. Members may be re-appointed for a second two-year term, but after four years of service, must remain off the council for at least one year. The secretary is charged with keeping track of member classes.
4. The Dean and the Associate Dean are ex officio, non-voting members of the Council. Unit Chairs and Directors may not serve on the FAC.
5. The Chair shall be a full-time faculty member, elected for a one-year term at the first meeting of each academic year from among the voting members, and may be re-elected for additional terms as long as they remain a member of the council.
6. The Secretary will be elected to serve a one-year term at the first meeting of each academic year from among the voting members of the Advisory Council and may be re-elected for additional terms as long as they remain a member of the council.

B. Meetings

1. The FAC will meet regularly during the fall and spring semesters of the academic year.
2. The FAC may hold a joint meeting with the College Executive Council when requested by the FAC, by the Executive Council, or by the Dean.
3. A simple majority constitutes a quorum.
4. The Chair will consult with the Dean to determine the agenda for each meeting.
5. The Chair will serve as a liaison to other College committees as requested by either the FAC or by the Dean.
6. The Chair will review minutes of the College Congress prior to their distribution.
7. The Chair will receive a copy of the agenda and the minutes from each College Executive Council meeting. The Chair will receive minutes of each Advisory Council meeting from the Secretary, submit them to the Dean and distribute them to the members of the Council.
8. The Secretary will keep the minutes of each Advisory Council meeting and submit them to the Chair. The minutes will include a roster of those present and will constitute an official record of discussions, motions offered and action taken by the Advisory Council.

FUNCTIONS AND POLICY MAKING

The College of Fine Arts has several standing committees responsible for tasks that need to be undertaken annually. How members are either selected or elected, and the committees' responsibilities, are delineated under the description pertaining to each specific committee.

Advisory Committee on Appointment, Promotion, and Tenure

The Advisory Committee on Appointment, Promotion, and Tenure Committee (APT) shall evaluate the dossiers of candidates seeking promotion and/or tenure in accordance with Administrative Regulation 2:1-1: *Procedures for Faculty Appointment, Reappointment, Promotion and the Granting of Tenure* <http://www.uky.edu/regs/files/ar/ar2-1-1.pdf> and the specific criteria “Unit Statements on Evidences in Promotion and/or Tenure Dossiers” established by the individual units within the College.

A. Membership

1. The APT shall include, but need not be limited to seven (7) faculty members appointed by the Dean upon recommendation of the unit heads. APT must have at least one faculty member from the School of Music, the School of Art and Visual Studies, the Department of Theatre and Dance, and the Department of Arts Administration, and must include members from both Associate and Full Professor ranks. Unit heads will select members for the Committee. (Promotion to the rank of Full Professor cases must be considered by a committee made up of only Full Professors.)
2. When needed, additional faculty may be appointed by the Dean of the College to ensure that there will always be a quorum for each case under consideration.
3. Three (3) faculty constitute a quorum.
4. The Dean, Associate Dean, Chairs, and Directors are excluded from membership on the committee.
5. Members will serve two-year, staggered terms.
6. Members may serve only three (3) successive terms with a maximum of six (6) years of service but after six years of service, must remain off the council for at least one year.
7. In the event that a member becomes unable to serve, a replacement to fill out that member’s term shall be chosen according to the methods set out above for the selection of the original member.

B. Chair and Secretary

1. The chair is chosen from the membership by majority vote. In the event that the chair is among those excluded from consideration of a case, a chair pro-tem shall be elected from among the eligible members. The chair/chair pro tem is responsible for submitting a written recommendation to the Dean on each case by the deadline set at the first meeting.
2. The secretary is chosen from the membership by majority vote. The secretary shall keep minutes of committee meetings listing attendance and topic(s) of each meeting.
3. Members of the Committee shall be excluded from any participation in that committee’s consideration (including voting) if the candidate is a member in the same educational unit.
4. There shall never be fewer than three Committee members considering a case. In the event that the above exclusions reduce the regular membership to fewer than three, an alternate appointed by the Dean will be called to serve.
5. The Dean of the College shall be present to give the charge to the Committee and at any other meeting upon request of the Committee. The Dean's role on these

occasions shall be limited to providing requested information and responding to questions.

6. Upon completion of the review, the Committee shall submit a written report to the Dean of the College. This report must include the results of the committee vote, specific reasons for the recommendation, and shall include any dissenting opinions.

Faculty Performance Review Appeals Committee

In support of Administrative Regulation 3:1 *Policies for Faculty Performance Review*, the College's Faculty Performance Review Appeals Committee will be convened upon receipt of an appeal and will investigate the Performance Review in question and make a recommendation to the Dean.

A. Membership

1. Membership on the College Faculty Performance Review Appeals Committee shall include one full-time, tenured faculty member from at least three educational units of the College, but shall exclude the department of the appellant. Each educational unit elects one representative and one alternate, each serving a two-year term. Should both the representative and the alternate from one unit request appeals, the dean shall appoint another representative from that unit.
2. The Dean may appoint a committee member, who is external to the College, to serve as a non-voting consultant. The faculty member undergoing review may also request that such a member be appointed.
3. The Dean convenes the first meeting when necessary.
4. The chair is chosen from the committee members by majority vote.
5. The chair is responsible for keeping minutes of all meetings.
6. The chair is responsible for submitting written recommendation to the Dean on each case by the deadline set at the first meeting.
7. A simple majority constitutes a quorum.

B. Meetings

1. The Committee will obtain and review all pertinent documents related to the Faculty Performance Review.
2. The Committee shall interview persons involved in the review process including chairs/directors, the Dean, division heads, and other individuals as appropriate.
3. The Committee shall interview the faculty member requesting the appeal.
4. The Committee shall conduct all of its investigatory activities in a confidential manner.
5. Upon conclusion of its investigation, the Committee will make a recommendation to the Dean in writing regarding each case. All members of the Committee must sign the recommendation; dissenting opinions shall be included in this recommendation if agreement among the Committee members cannot be reached.
6. The Dean shall communicate the Committee's recommendation in writing to the faculty member requesting the appeal, and the Dean's decision relative to the appeal.

Curriculum Committee

The Curriculum Committee will investigate and recommend proposals for course changes, new courses, program changes, and new degree programs. (For more detailed information, refer to *University Senate Forms* <http://www.uky.edu/Faculty/Senate/forms.htm>)

A. Membership

1. The Curriculum Committee shall include, but need not be limited to six (6) full-time faculty members appointed by the Dean upon recommendation of the unit heads. The committee must have at least one faculty member from the Department of Arts Administration, the Department of Theatre and Dance, School of Art and Visual Studies, and the School of Music.
2. Unit heads will recommend members for the Committee only after consulting with their faculties.
3. Members will serve a three-year, staggered term, when possible.
4. Members may serve only three (2) successive terms with a maximum of six (6) years of service, but after six years of service, must remain off the council for at least one year.
5. The Associate Dean and Director of Student Affairs representative are ex-officio, non-voting members of the Committee.

B. Meetings

1. Meetings are called only when business is pending.
2. A simple majority constitutes a quorum.
3. The Associate Dean shall receive proposals, record, and forward them to the committee, the Dean, unit heads, and external offices as necessary.
4. The Chair shall be a full-time faculty member, elected for a one-year term at the first meeting of each academic year from among the voting members, and may be re-elected for additional terms while serving on the committee.
5. The Associate Dean prepares agendas and circulates them to Chair of the Committee at least three working days prior to scheduled meetings.
6. The committee must complete initial evaluation of proposals no later than one month after receiving them.
7. The Committee may opt to invite any appropriate person to meet and discuss current proposals with them.
8. The Associate Dean contacts the faculty member and the Chair/Director listed on the proposal plus any other appropriate person within ten working days, and reports upon completion of the Committee's deliberation.
9. Approved proposals are signed by the Dean and forwarded to the appropriate University Council.

Research/Creative Activity Committee

The Research/Creative Activity Committee reviews applications from faculty for College of Fine Arts various grant funds and serves to promote research/creative grant opportunities within their respective units. For more detailed information, refer to the CFA website under Faculty & Staff Resources <http://finearts.uky.edu/college-fine-arts/facultystaff-resources>.

A. Membership

1. Membership includes one appointed, full-time faculty representative each, from the Department of Arts Administration, the Department of Theatre and Dance, the School of Art and Visual Studies, and the School of Music.
2. Unit heads will select members for the Committee only after consulting with their faculties.
3. Members will serve a two-year, staggered term when possible.
4. Members may serve only two (2) successive terms with a maximum of four (4) years of service, but after four years of service, must remain off the council for at least one year.
5. The Associate Dean serves as a facilitator for the committee, and is an ex officio, non-voting member.

B. Meetings

1. Meetings are called only when business is pending.
2. A simple majority constitutes a quorum.
3. All members of the committee must review applications presented to the committee and vote or make recommendations on the merit of the application.
4. The Associate Dean acts as recording secretary for all meetings and receives applications and forwards them to the committee for consideration and provides required reports of awards to the office of the Vice President of Research. The Associate Dean is responsible for notifying applicants of the results as soon as possible after a decision is reached.

Awards Committee

The Awards Committee reviews and actively nominates individuals from the faculty and staff of the College of Fine Arts for various local, regional, and national awards.

A. Membership

1. Membership includes one appointed, full-time faculty representative each, from the Department of Arts Administration, the Department of Theatre and Dance, School of Art and Visual Studies, and the School of Music.
2. Unit heads will select members for the Committee only after consulting with their faculties.
3. Members will serve a two-year, staggered term when possible.
4. Members may serve only two (2) successive terms with a maximum of four (4) years of service, but after four years of service, must remain off the council for at least one year.
5. The Associate Dean serves as a facilitator for the committee, is an ex officio, non-voting member.
6. The Dean is an ex officio, non-voting member.

B. Meetings

1. Meetings are called only when business is pending.
2. A simple majority constitutes a quorum.

3. All members of the committee must review nominations presented to the committee and vote or make recommendations on the merit of the nominee.
4. The Associate Dean acts as recording secretary for all meetings and receives award announcements and forwards them to the committee for consideration.

AD HOC COMMITTEES

The Dean may create and appoint ad hoc committees. The function of an ad hoc committee is to undertake a specific charge, normally of an immediate or short-term duration. If the work of an ad hoc committee evolves into a long-term or on-going annual commitment, the Dean may designate the committee a standing committee subject to approval by the Faculty Advisory Committee. The committee's responsibilities, procedures, membership, etc. will then be drafted and incorporated into the College's Rules document. (For more detailed information, refer to Governing Regulation, Part VII *University Organization* <http://www.uky.edu/regs/Administrative/gr7.htm>)

Searches for Chairs/Directors

The Dean consults with the Provost and representative faculty/staff to consider when a search for a chair/director is necessary. Both internal and external searches may be considered with the choice vested in the Dean following consultation with the faculty. The Dean must receive permission from the Provost to conduct the search. Upon receiving permission to undertake a search, the Dean informs the unit and a search committee is established (see below).

(For more detailed information, refer to Governing Regulation, Part VIII *University Appointments* <http://www.uky.edu/regs/Administrative/gr8.htm> and Governing Regulations 2:1:1 *Procedures for Faculty Appointment, Reappointment, Promotion and the Granting of Tenure* <http://www.uky.edu/regs/Administrative/ar2.1.1.htm>)

- A. Search Committee Membership
 1. The Dean consults representative faculty/staff and external groups (as necessary) to initiate formation of search committees with College representation for the following positions:
 - a. Chairs of Departments
 - b. Directors of Schools
 - c. Director of the Singletary Center for the Arts
 - d. Director of the UK Art Museum
- B. Process (For Internal Searches)
 1. The Dean shall meet with the unit faculty to share the process and identify both opportunities and challenges facing the next leader.
 2. The Dean shall then solicit from the faculty, nominations for the available leadership position. Self-nominations are welcome.
 3. The Dean shall meet with all nominated individuals to confirm their willingness to stand for appointment and to discuss the position.
 4. An internal search committee shall be established and charged to both interview the candidate(s) and assist with the logistics of the search process.

5. The Dean appoints the Chair of the search committee, typically one of the other Chairs/Directors in the college, and charges the committee with search goals and the task of writing the position announcement, which must be approved by the Dean.
6. All search committee members must have completed the university unconscious bias training.
7. Candidates will be asked to make a brief presentation to the faculty about the candidate's approach to academic leadership and vision for the unit and welcome questions from their colleagues.
8. Candidates will be interviewed by the Search Committee following the best practices outlined in the University's *Faculty Hiring Tool Kit*.
9. Once the presentation to the faculty and search committee interview is complete and feedback from faculty, staff and students is gathered, the search committee shall meet to discuss the results, generating a report out to the Dean that contains an unranked recommendation of both the strengths and any concerns about each candidate.
10. The Dean shall make a selection from the available pool and appoint the new chair/director for a four-year term.
11. Final approval of the candidate is vested in the Provost and the Board of Trustees.

C. Process (for External Searches)

1. The Dean consults representative faculty/staff to assist in establishing a diverse and credible search committee, which is essential for a successful search process.
2. The Dean appoints the Chair of the search committee, typically one of the other Chairs/Directors in the college, and charges the committee with search goals and the task of writing the position announcement, which must be approved by the Dean.
3. All search committee members must have completed the university unconscious bias training.
4. The University requires that at least one outside source in an appropriate publication or web site should be utilized when posting a position. Advertising in multiple sources regionally, nationally, or internationally may be necessary in order to attract a viable applicant pool.
5. All positions will be posted online by College's HR Coordinator consistent with the University's Faculty Hiring Toolkit best practices. Supplemental advertising is often desired to assist in developing the most diverse and qualified pool possible. Costs for any additional advertising beyond the standard university package are borne by the college, upon approval by the Dean.
6. CFA HR Manager will forward electronic applicant information and provide a behavioral based interview guide (if requested) to the chair of the search committee. The Committee Chair is responsible for maintaining a file [Electronic and/or Physical] of candidate information that will become part of the permanent record of the search including: interview guides, correspondence to all candidates, notes outlining committee action, etc. At the conclusion of the search, the file should be submitted to CFA HR Manager.
7. Search committee members MUST respect the confidentiality of candidates by exercising great care in seeking references or opinions concerning them.

Committee members MUST NOT discuss candidates or talk about proceedings outside of meetings. Contents of the file are subject to the Kentucky Open Records Law.

8. The faculty and staff, and in most cases appropriate students, are invited to study the credentials of finalists and are provided an opportunity to participate in the interview process.
9. All finalists must be scheduled to meet with the Dean, who should be provided with each candidate's supporting materials in advance of their meeting. Meetings with other administrative and faculty personnel should be considered as appropriate to the position.
10. After campus visits and once feedback has been collected from all groups involved, the committee reviews the assessments based on the established selection criteria and develops an unranked, recommendation citing strengths and challenges presented by each candidate.
11. The Dean selects and then negotiates with the finalist candidate. Once deliberations are successful, the committee is dismissed and the committee Chair informs unsuccessful finalists of the decision.
12. The Dean writes a "letter of offer" to the candidate, stating salary and other agreements relative to the appointment. When the candidate accepts the position in writing, the faculty and staff are informed of the appointment and the College's HR Coordinator sends documentation to the Office of Faculty Advancement, Office of the Provost.
13. Final appointment authority for these leadership positions is vested in the Provost and the Board of Trustees.

Searches for Faculty and Staff Initiated by Chairs/Directors

The Chair/Director consults with representative faculty/staff and the Dean to consider when a search for a faculty and/or staff position is necessary. The Dean makes a recommendation to the Provost for permission to conduct a search. Upon receiving the provost's permission to undertake a search, the Dean informs the unit head. At that time, the Dean and unit head discuss guidelines and procedures for expenditures, including the number of candidates to be brought to campus once initial screenings via phone or videoconference are concluded.

(For more detailed information, refer to Governing Regulation, Part VIII *University Appointments* <http://www.uky.edu/regs/Administrative/gr8.htm> and Administration Regulations 2:1:1 *Procedures for Faculty Appointment, Reappointment, Promotion and the Granting of Tenure* <http://www.uky.edu/regs/Administrative/ar2.1.1.htm>)

Search Committees

A. Membership

1. The Chair/Director consults representative faculty/staff to establish a diverse and credible search committee, which is essential for a successful search process.
2. Each faculty search committee must have an external member from the college community-at-large, and involve faculty, staff, and students as appropriate. The academic unit chair/director charges the committee with search goals and the task of writing the job summary and position announcement. The academic

chair/director and the Dean, must approve the job summary and position announcement. When required by unit policy, a faculty vote for approval may also be required.

B. Process

1. For **faculty** searches, a posting for approval by University Employment and the Provost Budget Officer is required through the Integrated Employment System (IES). Upon approval, the position posts to the university website for a minimum of 7 days, which includes a standard complement of paid advertising with outside sources. Supplemental advertising is often desired to assist in developing the most diverse and qualified pool possible. Costs for any additional advertising beyond the standard university package are borne by the college, upon approval by the Dean.
2. For **staff** searches, the academic Chair/Director works with CFA HR Manager and all appropriate faculty/staff to establish or revise a job description for the position. Following approval by the Dean, the CFA HR Manager utilizes UK's Integrated Employment System (IES) to re-classify or create a new position, which posts on the website for a minimum of 7 days, and includes a standard complement of paid advertising with outside sources.
3. CFA HR Manager will forward electronic applicant information and provide a behavioral based interview guide (if requested) to the chair of the search committee. The Search Committee Chair is responsible for maintaining a file [Electronic and/or Physical] of candidate information that will become part of the permanent record of the search including: interview guides, correspondence to all candidates, notes outlining committee action, etc. At the conclusion of the search, the file should be submitted to CFA HR Manager.
4. Search committee members **MUST** respect the confidentiality of candidates by exercising great care in seeking references or opinions concerning them. Committee members **MUST NOT** discuss candidates or talk about proceedings outside of meetings. Contents of the file are subject to the Kentucky Open Records Law.
5. As appropriate, faculty, staff, and students should be provided multiple and varied opportunities to participate in the interview process. Meetings with other administrative staff and faculty should be considered. Meal meetings should be limited to groups of no more than three individuals plus the candidate.
6. Final candidates will meet with the Dean. The Committee chair will provide candidate information to the Dean in advance of their meeting.
7. At the conclusion of the final interviews and campus visits, the search committee will be asked to recommend candidates for hire to the unit chair/director. In the case of a disputed recommendation, the search committee should be afforded the opportunity of further discussion with the Dean, as appropriate, to resolve the case and reach consensus. Arbitration of dispute rests with the Dean.
8. Recommendation of final candidate is made to the Dean. For staff positions, CFA HR Manager will complete the hiring proposal in collaboration with the Dean and submit for final approval from compensation and if necessary, from the Provost. For faculty positions, the Dean will seek compensation approval from

the Provost. Final offer is made by formal offer letter from the Dean to candidate.

9. For **faculty** positions: after the candidate accepts the position in writing, CFA HR Manager initiates pre-employment screening, provides instruction to candidate for completion of I-9 Employment Eligibility Verification, and requests required documentation from the candidate for the faculty appointment. Upon successful completion of both pre-employment screening and I-9 Employment Eligibility Verification, CFA HR Manager will coordinate onboarding and new faculty orientation.
10. For **staff** positions: after the candidate accepts the position in writing, CFA HR Manager initiates pre-employment screening and provides instruction to candidate for completion of I-9 Employment Eligibility Verification. Upon successful completion of both pre-employment screening and I-9 Employment Eligibility Verification, CFA HR Manager will coordinate onboarding and new employee orientation.
11. Announcement of the successful completion of a search should first be shared with those directly impacted by the choice – Department, School, or related staff – and then shared with the entire college through the Director of Communications.

GENERAL COLLEGE POLICIES

Senate Election Procedure

Eligible Faculty Members for University Senate Elections. According to the applicable policies in HRP&P 4.0 on the terms of employment of various categories of faculty employees, and in GR VII.A.4, AR 2.5, AR 2.6, AR 2.9, the members of your College Faculty who are automatically eligible to vote and be elected in these Senate elections are the regular full-time tenured and tenure-eligible faculty at or above the rank of Assistant Professor, except for those appointed at or above the level of department chair or who have 50% or more time assigned to administrative activities.

In addition, the 'automatic' College Faculty members can allow regular, full-time employees of the College in the Lecturer Series, Clinical Title Series, and Research Title Series to have the privilege to vote in and stand for election in the elections to the University Senate, by conferring to these employees the privilege of membership in the College Faculty.

http://www.uky.edu/Faculty/Senate/rules_regulations/index.htm

Sabbatical Leave Policy/Deadlines for Submission

(For more detailed information regarding the sabbatical process refer to Governing Regulation, Part X *Regulations Affecting Employment* <http://www.uky.edu/regis/files/gr/gr10.pdf>, the *Office of Faculty Advancement, Sabbatical Leave Policy*:

<http://www.uky.edu/ofa/sites/www.uky.edu.ofa/files/uploads/Sabbatical%20Leave%20Policy%200%28November%202014%29.pdf> and the Sabbatical Leave Application <http://www.uky.edu/ofa/sites/www.uky.edu.ofa/files/uploads/Sabbatical%20Leave%20Application.pdf>)

Faculty applying for sabbatical leave must submit a written proposal to the appropriate department chair/director by the second Wednesday of December for the following fall and the second Wednesday of May for the following spring. Sabbatical leave proposals are considered for approval by the unit chair/director, Dean, and the Provost based upon the merits of the proposal and whether the faculty member's assigned duties can be effectively covered.

Leaves of Absence (for Faculty)

The University of Kentucky offers various leave opportunities in addition to the sabbatical leave.

(For more detailed information refer to Governing Regulation, Part X *Regulations Affecting Employment* <http://www.uky.edu/regs/files/gr/gr10.pdf>); *Provost memo, Faculty Temporary Disability Leave Taken During the Assignment Period Revised November 2009* http://www.uky.edu/ofa/sites/www.uky.edu.ofa/files/uploads/Faculty_TDL_Policy.pdf; and Human Resource Policy # 88.0: *Family and Medical Leave* <http://www.uky.edu/hr/policies/family-and-medical-leave>)

Leaves of Absence include:

- A. Vacation Leaves (All full-time faculty members on a ten-month, eleven-month, or twelve-month assignment basis)
- B. Temporary Disability Leave (Maternity Leave and FML – Family and Medical Leave)
- C. Leaves With Pay
- D. Leaves Without Pay
- E. Educational Leave
- F. Scholarly Fellowship Leave
- G. Entrepreneurial Leave
- H. Other Leaves with Pay

The College of Fine Arts requests that faculty and staff who are unable to report to work, ***notify their supervisors as soon as possible, but no later than two hours after they are scheduled to work.***

Conflict of Interest (Faculty)

The following University and State regulations pertain to financial conflict of interest. If you have questions or need assistance with a specific situation, please contact the Office of Sponsored Projects Administration.

AR 7:2 *Research Conflict of Interest and Financial Disclosure Policy* <http://www.uky.edu/regs/files/ar/ar7-2.pdf>

AR 7:9 *Institutional Conflicts of Interest Involving Research* <http://www.uky.edu/regs/files/ar/ar7-9.pdf>

AR 3:9 *Consulting and Other Overload Employment* <http://www.uky.edu/regs/files/ar/ar3-9.pdf>

GR XIV *Ethical Principles and Code of Conduct* <http://www.uky.edu/regs/files/gr/gr14.pdf>

(For more detailed information refer to *Ethics and Compliance*, Office of Legal Counsel <http://www.uky.edu/Legal/>)

Faculty Overload and Consulting (Faculty)

Any faculty member engaged in consulting or overloads (internal or external) must complete the following.

- A. Internal Overload
 - 1. The faculty will submit requests for payments to the College HR Coordinator with the following information: Name and description of internal activity, account number or account title to be charged, beginning and end dates covered by request, total number of days of internal activity involved (one hour = 0.125 day), and compensation rate.
 - 2. After the HR Coordinator inputs the information the faculty member will be prompted to log onto SAP (myUK) and confirm the overload information.
- B. External Overload
 - 1. Paid or unpaid work conducted “outside” the University. The faculty member will enter the required information directly into SAP (myUK).

(For more detailed information refer to AR 3:9 *Consulting and Other Overload Employment* <http://www.uky.edu/regs/files/ar/ar3-9.pdf>)

Student Advising Policy

In the College of Fine Arts, students are advised by professional advisors through the Dean’s Office during their academic career. Units can also assign a faculty member to a student within their unit to provide mentorship and career advice, but all formal academic advising is the responsibility of the professional advising staff. Seniors should make an appointment for a degree audit with the Director of Student Affairs in the Dean’s Office at least one semester prior to their graduation date.

Students are responsible for their own academic program. All CFA students will receive an email with detailed instructions about registration advising one month before priority registration. Every undergraduate student has an electronic advising hold that must be lifted each term before the student will be able to register for classes. It is the student’s responsibility to schedule an appointment to meet with his/her advisor. At that appointment, the advisor and student discuss potential courses for the upcoming term and record these on an advising form. The advisor keeps one copy of the form. If any special documents are needed for a student to register in a course, it is the student’s responsibility to secure these before coming to the Dean’s Office with his/her advising form. The student then brings the rest of the advising form to the Dean’s Office to have the advising hold lifted, whereupon the student receives a copy of the form. The student will then register online when his/her registration window is open. Should the student miss his/her primary registration window, the same procedure applies in order for the student to be able to register during the secondary registration windows. Students are encouraged to use UK’s online degree audit system, GPS, to assist with planning coursework prior to meeting with their advisors.

College Procedure for Student Academic Appeals

Faculty members who receive a request to meet with a student regarding an academic appeal or complaint must do so and discuss the concern with the student in an unbiased manner. If desired, the faculty member may elect to have the director/chair (or associate director) be present at this time. If the faculty member cannot resolve the issue, he/she may refer the student to the unit head, if that person was not present, or to the Associate Dean. At any time the faculty member may consult with the Associate Dean or the Academic Ombud <http://www.uky.edu/Ombud/>.

(For more detailed information refer to Senate Rules 6.0 Section VI: *Student Academic Affairs* http://www.uky.edu/Faculty/Senate/rules_regulations/)

Computer Policy

(For more detailed information refer to Administration Regulations 10:1 *Policy Governing Access to and Use of University Information Technology Resources* <http://www.uky.edu/regsf/files/ar/ar10-1.pdf>)

In the College of Fine Arts, this policy is implemented in the following ways:

- A. The College IT Support Specialist administers, manages, and supports all university-owned computers and peripherals.
- B. Only College IT personnel may make repairs to computers.
- C. The IT Support Specialist must be consulted prior to all computer hardware/software purchases and receive copies of all computer hardware/software purchase orders; unit heads must approve all purchases.
- D. The IT Support Specialist will maintain administrative accounts on all computers for support purposes.
- E. A standard configuration of components and software (both PC and MAC) will be used for all faculty and staff members; configurations will accommodate SAP, graphics, music programs, etc.
- F. All computers must be placed on university inventory; computers that are not inventoried will not be supported by IT.
- G. All computer hardware will be imaged and inventoried by IT prior to its release to faculty and staff.
- H. Faculty and staff may request permission to take computers home should it be necessary for their jobs. Requests must be made via email to unit heads, with copies to the college IT Support Specialist and to the Assistant Dean/CFO.
- I. Computers older than six years cannot be supported off campus.
- J. Only computers that can be accessed remotely or brought to campus will be serviced.
- K. Only one (1) computer per person will be purchased and supported unless approved by the Dean.

Faculty Performance Review Process

Administrative Regulation 3:10 *Policies for Faculty Performance Review* (<http://www.uky.edu/regsf/files/ar/ar3-10.pdf>) mandates regular reviews of the performance of each faculty member for the primary purposes of guiding individual faculty members and department chairs in the continuing improvement of faculty; informing decisions about merit

raises and salary adjustments; and providing a source of information for decisions about appointment renewal, promotion, and tenure. Performance reviews document areas of strength and weakness related to expectations agreed on between the unit head and the individual faculty member.

A. Policies

1. The performance of tenured faculty will be reviewed annually or, at the discretion of the dean, during the first year of each biennium with the rating applying for the biennium. Any tenured faculty member, upon request, shall be granted an annual review.
2. The performance of non-tenured faculty will be reviewed annually. Special attention will be given to the evaluation of persons in their first year of employment to maximize effective guidance.
3. Faculty exempt from review may request a voluntary review.
4. Faculty members on sabbatical leave are responsible for submitting their materials and the teaching portfolio for Faculty Performance Review according to the calendar established by the College and University.
5. The performance review will determine for each faculty member both a quantitative assessment and a qualitative judgment of his or her effectiveness and progress in the following activities during the calendar year consistent with the Distribution of Effort (DOE), including:
 - a. Teaching and Advising
 - b. Research and/or Creative Activity
 - c. Service - University, Public, Professional, etc.

B. Procedures

1. At the beginning of the fall semester all faculty should complete the online Faculty Distribution of Effort Form. (See next section for details).
2. Each faculty member scheduled for review will assemble and continue to develop a Teaching Portfolio documenting the faculty member's reflections and philosophy of teaching. The contents of this Portfolio are stipulated in the University's Administrative Regulation 3:10 *Policies for Faculty Performance Review, Appendix I* (<http://www.uky.edu/regis/files/ar/ar3-10.pdf>).
3. Faculty should provide evidence of scholarly and creative activities, whether completed or in progress; applications for grants; fellowships and leaves; and professional honors or awards, and any additional documentation related to research/creative activity and service activities, in support of each unit's "Evidences for Promotion and Tenure," on file at the Senate website and also available from each unit Chair and/or Director.

C. Review Process

1. The review process follows a calendar established by the Office of the Provost, and distributed at the beginning of the fall semester. Based on this calendar, the College sets dates for:
 - a. Submission of Teaching Portfolios and Faculty Activities Summary Form to unit chair/director. (The Faculty Activities Summary Form is posted on

- the CFA website under *Faculty & Staff Resources* (<http://finearts.uky.edu/college-fine-arts/facultystaff-resources>).
- b. Completion of Faculty Performance Evaluation by the unit chair/director and submission to the Dean. (The Faculty Performance Evaluation Form is posted on the CFA website under *Faculty & Staff Resources* (<http://finearts.uky.edu/college-fine-arts/facultystaff-resources>).
 - c. Communicating the results of the Faculty Performance Evaluation to each faculty member.
 - d. Appeals by faculty members to the College Appeals Committee (For more detailed information, refer to Administrative Regulation 3:10 *Policies for Faculty Performance Review* (<http://www.uky.edu/regs/Administrative/ar3.10.htm>))
 - e. Dean's decision concerning the appeal.
 - f. Submission of final appeal to the Office of the President.
2. Faculty members will receive one of the following four ratings in each of three areas (Teaching and Advising; Research and/or Creative Activity; Service -- University, Public, Professional, etc.):
 - a. Outstanding
 - b. Above Expectation
 - c. At Expectation
 - d. Below Expectation
 3. Each faculty member's evaluation will include comments from the chair/director and may include comments from the Dean. Faculty will receive a numerical cumulative rating for each evaluation period.
 4. Faculty members may appeal their evaluation through the process outlined above.

Distribution of Effort (DOE)

- A. An on-line, written document, the Distribution of Effort (DOE) Agreement, shall be developed no less than annually between each faculty member and the appropriate chair/director. This agreement, signed by the faculty member, chair/director, and Dean, establishes percentages for Teaching and Advising; Research and/or Creative Activity; Service -- University, Public, Professional, etc.; and Administration.
- B. In case of lack of agreement on the distribution of effort, the Dean will become involved in resolving any differences. (For more detailed information, refer to Administrative Regulation 3:8 *Appendix II: Faculty Workload Policy Statement* (<http://www.uky.edu/regs/files/ar/ar3-8.pdf>) and Administrative Regulation 3:10 *Policies for Faculty Performance Review* (<http://www.uky.edu/regs/files/ar/ar3-10.pdf>))

(For more detailed information, refer to Administrative Regulation 2:1: *Procedures for Faculty Appointment, Reappointment, Promotion and the Granting of Tenure* (<http://www.uky.edu/regs/files/ar/ar2-1-1.pdf>))

Performance Reviews of Senior Lecturers, Lecturers and Part-time Instructors

- A. Renewal of appointments of senior lecturers, lecturers and part-time faculty is at the discretion of the unit head in consultation with the faculty in the relevant unit.

- B. Senior Lecturers and Lecturers should submit annually a dossier relevant to their duties and responsibilities.

Guidelines for the Preparation of a Promotion and Tenure – Suggested Dossier Format

(For more detailed information, refer to Administrative Regulation 2:1 – Appendix II: *Review Dossier Checklist*

http://www.uky.edu/ofa/sites/www.uky.edu.ofa/files/uploads/Dossier_Checklist.pdf)

Table of Contents

- A. Part One: Primary Materials
1. Recommendation of college dean
 2. College Advisory Committee on Promotion and Tenure's letter
 3. Recommendation of educational unit administrator
 4. Recommendations of directors of centers or institutes with which the review candidate is associated
 5. Up-to-date Curriculum Vitae or resume
 6. Unit Faculty Letters:
 - a. List of unit faculty names and their academic ranks
 - b. Written opinion of each faculty member [required to be consulted](#) within educational unit
 7. Written opinions of other University of Kentucky faculty members consulted, as permitted by the unit's rules or requested in writing by the candidate to the educational unit director.
 8. Letters providing evaluation of review candidate's abilities in teaching, research, service or other areas:
 - a. obtained by unit administrator from persons outside the University not suggested by the candidate (at least four)
 - b. obtained by unit administrator from persons outside the University suggested by the candidate (at least two)
 9. Brief biographical information on persons outside the University from whom the unit administrator obtained letters and indication of which were suggested by the candidate
 10. Copies of the review candidate's faculty merit reviews:
 - since the date of initial appointment (for tenure dossiers)
 - since the last promotion review (for promotion dossiers not associated with the granting of tenure)
 11. Copies of the review candidate's second- and fourth- year progress reviews (tenure dossiers only)
 12. Description of the procedural steps used within the department and the college, and explanation of how these steps were communicated to the faculty member
 13. Unit Statements on Evidences describing the evidence of activity in teaching, research, and service that are appropriate to the field(s) within the unit (see Provost's [policy memo](#) for specific information on the inclusion of such statements)
 14. The Teaching Portfolio

15. Candidate's personal statement on research
16. Candidate's personal statement on service
17. Letters from students, undergraduate, professional and/or graduate, pertaining to candidate's instruction
18. List of, and representative samples from research articles, books, patents, writings, or other creative productivity
19. List of proposals submitted and grant or contract awards received
20. Information or materials relating to professional status and activity, including copies of awards received for teaching or scholarship
21. Information or materials relating to University and public service
22. Distribution of Effort (DOE) agreements since initial appointment (tenure dossier) or last promotion (promotion dossier)
23. Copy of the job description, as approved by the appropriate Area committee, for a review candidate in the Special Title Series
24. Indication that the review dossier should be sent to an Area Committee other than the one normally associated with the educational unit to which the individual is assigned (Include evidence of the candidate's written consent)
25. Official Transcript from institution from which highest degree was earned (For Appointment of New Faculty Only)
26. Datasheet for Proposed Members of Graduate Faculty, if applicable.
<http://www.research.uky.edu/gs/>

Responsibilities of the Chair/Director

The Chair/Director is responsible for preparing a thorough and accurate dossier following the suggested guidelines above.

- A. External evaluators
 1. After consulting the faculty and the candidate, the chair/director is responsible for soliciting six external evaluators (see #3 below).
 2. The chair/director is responsible for writing a brief biographical statement on each external evaluator; all external evaluators should be asked to submit an up-to-date Curriculum Vita with their letter.
 3. A minimum of six external letters must be obtained by the chair/director from qualified persons outside the University. Two of these should be selected from a list of four to six names provided by the candidate; these should be clearly indicated in the dossier. The other four should be from outside that list. (Note: The candidate's participation extends to supplying the chair/director with addresses, telephone numbers, and brief biographical data for prospective external referees.)
 - a. External evaluators should be asked to comment on research/creative activity in specific terms. It is important that they compare the quality of performance and the productivity of candidates with other individuals of similar rank or experience. Further, they need to indicate specifically the nature of their relationship with the candidate and their knowledge of the candidate's work.
 - b. Letters from former professors, close friends, and former faculty colleagues may be accorded less weight than those from impartial

evaluators unless they are recognized leaders in the candidate's field of specialization.

- c. It is imperative that the Chair/Director send samples of the candidate's work to the external evaluators, and the dossier should indicate what work was sent. The Chair/Director should consult with the candidate about the samples of work to send.
- d. For faculty whose creative activity is in the area of performance/exhibition, at least one (or more) of the external evaluators may be invited to an on-site event during the last full year of the candidate's review when deemed appropriate; expenses must be covered by the academic unit.
- e. External evaluators should be informed that the University operates under the open records law and, therefore, letters cannot be confidential.
- f. All external letters received must be included in the dossier.
- g. The Administrative Regulations provide that the letters from external evaluators shall be made available to all tenured faculty members in the candidate's department/school prior to the faculty providing their individual written judgments to the department chair/director.

B. Internal Letters

1. The Chair/Director is responsible for requesting evaluative letters from all tenured members of the department/school, and from directors of any multidisciplinary research centers or institutes with which the affected individuals are or will be associated. All full-time, non-tenured faculty members with the actual or equivalent rank of assistant professor or higher who have been members of the department/school for two years should be given the opportunity to write letters but are not required to do so. All letters requested shall be included in the candidate's dossier.
2. The Chair/Director may obtain written opinions, particularly about instruction and advising, from selected students.

C. Procedural Steps Used by Individual Units

1. The chair/director should write a description of the procedural steps used within the department/school to conduct the candidate's review.

Responsibilities of the Candidate

The candidate is responsible for preparing the dossier, which should be bound in a notebook and should include a Table of Contents and be clearly tabbed. Please do not use sheet protectors or staple pages. The following offers a more specific explanation of the information required in addition to the [dossier checklist](#) outlined above.

A. Personal Statement on Research

1. This statement should identify the candidate's most significant professional contributions over the past six years and clarify any accomplishments that may otherwise remain confusing to reviewers. It is also appropriate to include an overview of the candidate's research objectives and plans. Ordinarily, this statement should not be longer than three to five pages in length.

- B. Scholarly and creative productivity
1. Include in this section articles, books, catalogues, images of artworks, scores, sound or video recordings of performances, and other documentation of scholarly and research productivity. Additional materials may include:
 - a. Reviews by external and internal referees.
 - b. Works accepted for publication, exhibition, and/or presentation but not yet released.
 - c. Grant, contract, and/or award proposals. Indicate proposals funded, proposals pending, and if desired, proposals not funded. The status of each proposal included should be indicated in the curriculum vitae.
 - d. Lists and/or copies of citations related to research/creative activity.
 - e. A written statement explaining the contents of images, sound recordings, videotapes, and films, etc.
- C. Service
1. Include all information and/or materials relating to professional, university, and/or public service for the past six years. When appropriate, candidates may include a personal statement commenting on the breadth, depth, and selected focus of their service.
- D. Optional Supporting Materials
1. Material in this section may include the following:
 - a. Any number of solicited letters that can objectively and fairly evaluate your teaching, research, and/or creative activity.
 - b. Copies of correspondence related to publications and scholarly or creative productivity, such as letters from editors or conference organizers that comment on the quality of your work.
 - c. Copies of letters of appreciation from past students, which comment specifically on advising and/or classroom teaching.
 - d. Copies of letters of appreciation from individuals or public groups.

College of Fine Arts Statement Regarding Research/Creative Activity

For the College of Fine Arts, research/creative activity is interpreted according to the following statement:

- A. Faculty of the College of Fine Arts explore the diversity and complexity of human experience through research/creative activity that is predicated on the understanding, analysis, and use of creative processes. Our research/creative activity employs a wide variety of tools, methods, avenues of expression, and laboratories.
- B. Research/creative activity in the College generally falls into two broad areas. One focuses on the history, criticism, theory, pedagogy, and technology of the arts. The results of research in these fields are often disseminated through books, articles, catalogues, appropriate technological media, and presentations at scholarly meetings. The other broad area includes creation and performance. This is most often presented through public performance and exhibition, audio and visual recording, applications of technical innovations, and significant arts administration practice including administering,

managing, producing, directing, editing, or curating. Both broad areas of inquiry are valued in the arts.

2nd and 4th Year Reviews of Untenured Faculty

A. The reviews of untenured faculty are based on the specific criteria outlined in the “Unit Statements on Evidences in Promotion and/or Tenure Dossiers” established by the individual units within the College. (For more detailed information, refer to each Academic Unit Statements of Evidence: <http://www.uky.edu/universitysenate/college-fine-arts-rules>)

1. Department of Arts Administration
 - a. [Promotion and Tenure Guidelines](#)
 - b. [Regular Title Series Statements of Evidence](#)
 - c. [Special Title Series Statements of Evidences](#)
2. Department of Theatre and Dance
 - a. [Rules and Statements of Evidence](#)
3. School of Art and Visual Studies
 - a. [Art Statements and Evidence](#)
4. School of Music
 - a. [Division of Theory and Composition Statements of Evidence](#)
 - b. [Division of Musicology and Ethnomusicology Statements of Evidence](#)
 - c. Division of Music Education and Music Therapy Statements of Evidence
 - d. [Division of Music Performance Statements of Evidence](#)