

Faculty Appointment Types other than Full-Time

	Adjunct	Part-Time Series	Visiting Faculty	Voluntary	Temporary
Regulations and Policies	AR 2:8- Appointment, Reappointment, and Promotion in the Adjunct Series	<ul style="list-style-type: none"> Provost Policy Statement on Academic Appointment and Credentials Verification Requirements for Teaching- Requires academic appointments for staff who teach UK Courses. Provost Policy Statement- Academic Appointment and Contract Period for Part-Time Faculty Teaching Credit-Bearing Courses (2011) Provost Policy Statement- SOPs for Appointing Part-Time Instructors (2019) 	<ul style="list-style-type: none"> AR 2:1-1- Procedures for Faculty Appointment, Reappointment, Promotion and the Granting of Tenure. <p>Note that visiting faculty members are different from visiting scholars, who are staff. Visiting scholars are covered by AR 5:1</p>	AR 2:10- Voluntary Series Faculty	<ul style="list-style-type: none"> GR X- Regulations affecting employment AR 2:1-1- Procedures for Faculty Appointment, Reappointment, Promotion and the Granting of Tenure.
Ranks	All ranks are allowable, but appointments at the ranks of Associate Professor, Professor, Librarian II, or Librarian I would require expedited dossiers.	Can be appointed at any rank. The dean makes the final decision on appointments of part-time faculty employees at any rank.	The visiting title used should be appropriate to the appointee's home base academic rank (i.e., Visiting Professor, Visiting Associate Professor, Visiting Assistant Professor, or Visiting Instructor). Where the usual academic rank or title does not appear to be suitable, the title "Visiting Lecturer" shall be used.	Criteria for academic ranks of Voluntary Faculty shall be approved by the Dean, acting on the recommendation of the faculty of the initiating educational unit.	All ranks are allowable, but appointment at the ranks of Associate Professor, Professor, Librarian II, or Librarian I would require an expedited dossier.

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Instructor of Record Limitations	<ul style="list-style-type: none"> May be instructors of record in courses where their credentials meet the SACSCOC guidelines. Note that programs are expected to have >50% of their student credit hours taught by full-time faculty and when they do not meet that threshold may require justification to SACSCOC via OSPIE. 	<ul style="list-style-type: none"> May be instructors of record in courses where their credentials meet the SACSCOC guidelines. Note that programs are expected to have >50% of their student credit hours taught by full-time faculty and when they do not meet that threshold may require justification to SACSCOC via OSPIE. 	<ul style="list-style-type: none"> May be instructors of record in courses where their credentials meet the SACSCOC guidelines. Note that programs are expected to have >50% of their student credit hours taught by full-time faculty and when they do not meet that threshold may require justification to SACSCOC via OSPIE. 	Voluntary faculty should generally not be instructors of record for UK courses. If a faculty member needs to be an instructor of record, consider the Adjunct Title Series.	<ul style="list-style-type: none"> May be instructors of record in courses where their credentials meet the SACSCOC guidelines. Note that programs are expected to have >50% of their student credit hours taught by full-time faculty and when they do not meet that threshold may require justification to SACSCOC via OSPIE.
Graduate Faculty Eligibility	Yes, as Associate members at the ranks of Assistant, Associate, and full members at the rank of Professor with approval by the Graduate School	No	Yes, as Associate members at the ranks of Assistant, Associate, and full members at the rank of Professor with approval by the Graduate School	Yes, as Associate members at the ranks of Assistant, Associate, and full members at the rank of Professor with approval by the Graduate School	Yes, as Associate members at the ranks of Assistant, Associate, and full members at the rank of Professor with approval by the Graduate School
Outside Employment	May be employed by a non-university agency. Depending on work assignment may not require payment by UK.	May be employed in addition to work at UK, but should be paid by UK for work at UK based on the per SCH rates established by their unit.	Visiting faculty are faculty members at other institutions of higher education.	Usually are self-employed or hold full-time or part-time positions with other institutions and agencies. A common example is medical doctors outside of UKHC who serve as preceptors for Medical residents.	Generally expected to be a full-time employee of UK and subject to conflict of interest guidelines relevant to full-time employees.
Open to UK Staff	Yes. Staff teaching courses are required to have an appointment as either a PTI or Adjunct.	Yes. Staff teaching courses are required to have an appointment as either a PTI or Adjunct.	No	Yes	No



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Pay	May be paid or unpaid depending on work assignments and other employment	Part-time faculty employees have an official faculty appointment, receive a salary, and participate substantially, but less than full-time, in the program of an educational unit. They are usually paid a per SCH rate set by their home unit. UK Staff who are PTIs may have teaching assignments within their staff MJRS, in which case they are not required to be paid on top of that assignment. However, UK staff who teach, but it is not in their MJRs should be paid an overload.	A visiting appointment is typically full-time, either salaried or unsalaried.	Always unpaid	Always paid

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Benefits	<ul style="list-style-type: none"> • Not eligible for tenure, • Not eligible for sabbatical, • Not eligible for employee benefits, • Not eligible for leave • Not eligible for University Senate. • While SAP entry is optional for unpaid adjuncts, they must be in SAP with Person ID/LinkBlue to participate in programs requiring a LinkBlue or WildCard ID. 	<ul style="list-style-type: none"> • Appointees may be eligible for University contributions towards employee health benefits if their Full Time Equivalency (FTE) from all UK employment sources is equal to or greater than 75% (equivalency of averaging 30 hours per week). Otherwise, Appointees are not eligible for University contributions toward employee benefits, but may participate at their own expense in certain programs. • Not eligible for tenure, • Not eligible for sabbatical, • Not eligible for University Senate. • Expected to have SAP Person ID, LinkBlue, and WildCard and be eligible for programs requiring those IDs • Faculty membership, with or without voting privileges, may be extended to part-time faculty employees by educational units 	<ul style="list-style-type: none"> • Not eligible for tenure, but time in visiting status may be counted towards a probationary period if the faculty member is later appointed to a tenure-eligible series. • Not eligible for UK contributions to benefits but may participate at their own expense in certain University benefit programs. • At >.75 FTE they become eligible for UK contributions to health plan coverage • Not eligible for University Senate but may be extended voting rights in their home unit/college • Expected to have SAP Person ID, LinkBlue, and WildCard and be eligible for programs requiring those IDs 	<ul style="list-style-type: none"> • Not eligible for tenure, • Not eligible for sabbatical, • Not eligible for employee benefits, • Not eligible for leave • Not eligible for University Senate. • Voluntary faculty may receive a LinkBlue id if an external account request is made and separate requests may be made for email, Canvas, and Library access. • Voluntary faculty do not receive WildCard IDs and are not eligible for programs requiring those (discount programs, gym, free athletics admission, etc.) 	<ul style="list-style-type: none"> • Not eligible for tenure, but time in temporary status may count towards tenure if later appointed in a tenure eligible series. • Not eligible for UK contributions to benefits but may participate at their own expense in some benefit programs. • At >.75 FTE they become eligible for UK contributions to health plan coverage. Note that transition from temporary to regular status does not constitute a “Qualifying Event” for health insurance purposes, so temporary faculty should be counseled to enroll in a health plan while still temporary. • Not eligible for University Senate but may be extended voting rights in their home unit/college • Expected to have SAP Person ID, LinkBlue, and WildCard

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Length of appointment	Up to 3 years at a time	<ul style="list-style-type: none"> Up to 1 year at a time. Part-time faculty should be appointed on a fiscal year basis (July 1 through June 30) when it is expected that the individual will teach in some term of the upcoming academic year. See the Provost Policy Statement-Academic Appointment and Contract Period for Part-Time Faculty Teaching Credit-Bearing Courses (2011) for exceptions. If the part-time faculty member is providing a service (other than teaching), they can be appointed throughout the year. 	Up to 1 year at a time	Up to 5 years at a time	Up to 1 year
Required appointment paperwork	<ul style="list-style-type: none"> Provost approved position description Notice of Academic Appointment (E02) Transcript(s) CV Offer Letter TCE 	<ul style="list-style-type: none"> Notice of Academic Appointment (E02) Transcript(s) CV Offer Letter or teaching assignment noted in E02 comments TCE 	<ul style="list-style-type: none"> Notice of Academic Appointment (E02) Transcript(s) CV Offer Letter TCE Justification (if SACS requirements for teaching are not met) 	<ul style="list-style-type: none"> Voluntary faculty application form CV E02 Offer letter TCE Justification (if SACS requirements for teaching are not met) 	<ul style="list-style-type: none"> Provost approved position description (may be the description for a position the person will be put in at the end of the temporary appointment) Notice of Academic Appointment (E02) Transcript(s)

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Required appointment paperwork (continued)	<ul style="list-style-type: none"> Justification (if SACS requirements for teaching are not met) Initial appointments above the rank of Assistant Professor require expedited dossier 	<ul style="list-style-type: none"> Justification (if SACS requirements for teaching are not met) The Conditions section of the academic appointment contract will contain language indicating that no work is guaranteed for any given term. 		<ul style="list-style-type: none"> Documentation of licensure and insurance (Healthcare professionals) 	<ul style="list-style-type: none"> CV Offer Letter TCE Justification (if SACS requirements for teaching are not met) Initial appointments above the rank of Assistant Professor require expedited dossier
Promotion Process	<ul style="list-style-type: none"> Requires dossier Same process as for Regular TS Does not require Academic Area Committee No limitations based on time in rank Initial appointments above the rank of Assistant Professor require expedited dossier 	<ul style="list-style-type: none"> Part-time faculty are eligible for promotion. Requires a dossier. Does not require Academic Area Committee No limitations based on time in rank 	Rank is commensurate with the faculty member's rank at their home institution. "Promotion" at UK would be dependent on promotion at the home institution.	The faculty of the educational unit may at any time consider the qualifications of an individual in a Voluntary Faculty position for promotion to a higher rank through a communication to that effect to the educational unit administrator or designee, providing justification for the promotion. A vote of the educational unit faculty shall then be taken after circulation of supporting documentation. If a majority of the voting faculty supports the promotion, the educational unit administrator or designee shall prepare the necessary documents and forward them to the Dean who, in turn, shall forward them to the Provost for Board of Trustee action.	Initial appointment at an elevated rank would require an expedited dossier. It would be very unlikely for a temporary faculty member to otherwise go through a promotion, given the 1-year time frame of the appointment.

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Notice of Non-renewal, cancellation of appointment	<ul style="list-style-type: none"> May occur at any time. The Conditions section of the academic appointment contract will contain language indicating that no work is guaranteed for any given term. Explicit one (3) year or less terminal dates that terminate at the expiration of the term without notice. 	<ul style="list-style-type: none"> May occur at any time. The Conditions section of the academic appointment contract will contain language indicating that no work is guaranteed for any given term. Explicit one (1) year or less terminal dates that terminate at the expiration of the term without notice. 	<ul style="list-style-type: none"> May occur at any time. The Conditions section of the academic appointment contract will contain language indicating that no work is guaranteed for any given term. Explicit one (1) year or less terminal dates that terminate at the expiration of the term without notice. 	Voluntary appointments can be ended as appropriate. For example, in the COM, if a faculty member's medical licenses have been suspended or terminated, this would be a reason to end a voluntary appointment.	<ul style="list-style-type: none"> May occur at any time. The Conditions section of the academic appointment contract will contain language indicating that no work is guaranteed for any given term. Explicit one (1) year or less terminal dates that terminate at the expiration of the term without notice.