

## Procedure for Voluntary Faculty Appointment

### Overview

Voluntary faculty employees have an official faculty appointment and devote part of their time to a program in an educational unit but receive no salary or traditional benefits such as health insurance or retirement. However, voluntary faculty do receive some benefits that include access to the UK Libraries and to continuing education opportunities. These faculty employees usually are self-employed or hold full-time or part-time positions with other institutions and agencies. The most common people appointed as voluntary faculty are those supervising and evaluating nursing students in clinical settings however, others can be appointed if their service to the college merits an appointment.

### Procedure

The procedures for appointment, reappointment, and promotion of voluntary faculty at the various academic ranks generally parallel those for the tenure-eligible title series, except outside letters of evaluation, faculty letters of evaluation, and reference to an Area Committee are not required for appointments, reappointments, and promotions.

- 1) Faculty members of an academic program or Associate Dean identify potential voluntary faculty members and submit memo providing a rationale for the appointment.
- 2) Administrative assistant for Associate Dean of academic program
  - a. Performs a license/credential check as part of consideration.
  - b. Emails potential voluntary faculty members to provide Voluntary Faculty Application and requesting submission of the application and a current resume/CV.
  - c. Notifies Human Resources and Faculty Coordinator of plan to appoint as voluntary faculty.
  - d. Provides candidate's documents to the Associate Dean of academic program.
- 3) Associate Dean of Academic Program
  - a. Reviews the candidate's application and if qualified, proposes suitable rank.
  - b. Sends documents to faculty of academic program to review for appointment at proposed rank.
    - i. Clinical Title Series statements of evidence are used to determine rank.
- 4) Faculty of academic program
  - a. Review documentation and vote on candidate's suitability for appointment at specific rank.
  - b. Three quarters majority vote in support is required for appointment.
- 5) Associate Dean of Academic Program
  - a. Drafts letter of Voluntary Faculty appointment for Dean to review and sign.
- 6) Dean
  - a. Reviews candidate's documents and, if in agreement, appoints, by letter, the candidate as a Voluntary Faculty employee.
- 7) Human Resources and Faculty Coordinator
  - a. Enters voluntary faculty members information into the Faculty Database and generate E02.
  - b. Sends E02 to voluntary faculty member for signature.
  - c. Sends completed packet to Provost Office and change board action in Faculty Database to Provost level.
  - d. Retains all documents (application, CV, Appointment memo, fully signed E02).

- e. Notifies the appropriate Associate Dean when the appointment is approved.
- 8) Associate Dean sends a welcome email/letter from the college to Voluntary Faculty member informing member of expectations and benefits of the position.
- a. If a Link Blue ID is desired by the Voluntary Faculty member, request through Office of Information Technology
- 9) Yearly, Human Resources and Faculty Coordinator runs a report from Faculty Database and sends a list of voluntary faculty that are eligible for renewal to the Associate Deans.
- a. Associate Deans will confirm email address and other contact information for faculty for whom re-appointment is recommended.
  - b. If re-appointment is recommended, Human Resources and Faculty Coordinator processes EO2, obtains signatures, and follows procedure outlined above. Sends report of all Voluntary Faculty appointments to the BOT on an annual basis.
  - c. If re-appointment is NOT recommended, Associate Dean obtains memo from Dean to have the appointments terminated via BOT