College of Nursing

envision engage empower

College of Nursing
Orientation Handbook
2024

Table of Contents

Administration

Reporting Dean Review

Performance Evaluation

College of Nursing

envision engage empower

LEADERSHIP DIRECTORY

College of Nursing Leadership

Dr. Rosalie Mainous
Dean and Warwick Professor of Nursing

Associate Deans

Dr. Kristin Ashford
Associate Dean of Undergraduate Faculty & Interprofessional Education Affairs and Good Samaritan Professor for Community Nursing

Dr. Gia Mudd-Martin
Associate Dean of Research and Nursing Science and Smith Professor of Nursing Research

Dr. Karen Butler
Associate Dean of Academic Affairs, Marion E. McKenna Professor in Nursing Leadership

Dr. Sheila Melander
Associate Dean of MSN & DNP Faculty & Practice Affairs, William S. & Elizabeth M. Morgan Professor for Professional Nursing Practice

Assistant Deans

Dr. Debra Hampton,
Assistant Dean of MSN & DNP Programs and Academic Coordinator of Graduate Leadership Programs

Todd Stoltzfus
Assistant Dean for Administration & Finance

Corey Moore
Assistant Dean for Academic Advising & Student Success

Dr. Elizabeth Salt
Assistant Dean for Accreditation, Professor

Dr. Lee Anne Walmsley
Assistant Dean for Wellness & Well Being

Directors

Dr. Jean Edward
Acting Director of PhD Program

Jason Harris
Information Technology & Facilities Director

Dr. Stephanie Kehler
Director of Clinical Simulation and Learning Center

Kerrie Moore
Director of Philanthropy

Jesse Stallsworth
Instructional Design Director

Dr. Jessica Rice & Dr. Jake Higgins
Acting Co-Directors of Traditional BSN Program

Jackie Thompson
Communications Director

Dr. Robert Topp
Director of Strategic Innovation

Undergraduate Track Coordinators

Jennifer Cowley
ABSN Track Coordinator

Dr. Angela Hensley
RN-BSN
Track Coordinator

Graduate Track Coordinators

Dr. Misty Ellis
Peds Acute Care
Track Coordinator

Dr. Candice Falls
AGACNP
Track Coordinator

Graduate Track Coordinators Cont.

Dr. Andrew Makowski
PMHNP
Track Coordinator

Dr. Leslie Scott
PPCNP
Track Coordinator

Dr. Elizabeth Tovar
FNP
Track Coordinator

College of Nursing

envision engage empower

COMMUNICATIONS

Jackie Thompson,
Director of Communications

- Photo Authorization Form – Please complete it and return it to Jackie via email (jacqueline.thompson@uky.edu).
- Profile Page for the Website
  - Submit your name, title, bio, headshot photo, office location, and contact information to our website edit form.
  - You can view current profile pages on our website.
- Television monitors/electronic signs throughout the building. Contact Jackie if you want something posted.
- PR – if you are contacted by the media, always refer them to Jackie before granting an interview, etc.

Hartley Feld, PhD, MSN, RN, PHCNS-BC

Associate Professor, Chair of Global Affairs

Home / Directory / Hartley Feld

Back to Directory

439 College of Nursing
859-323-0603
hartley.feld@uky.edu

Dr. Hartley Feld received her PhD from the University of Kentucky in 2018 as a Robert Wood Johnson Foundation Future of Nursing Scholar. Dr. Feld also received her Master of Science in Nursing from the University of Kentucky in 2007 in Community and Public Health Nursing. She is ANCC board certified as a public health clinical nurse specialist and a Fellow in the Center for Inter-Professional Education. Dr. Feld is currently a BIRCWH scholar (Building Interdisciplinary Research Careers in Women's Health) funded by the NIH, a mentored award where her research is focused on reproductive and perinatal health equity and harm reduction for people with a substance use disorder.
Dr. Feld is also the Chair of Global Affairs, with a focus on student engagement in global health. She co-leads the Inter-professional Global Health Course every spring, with students across the health colleges and remotely from Quito, Ecuador. Dr. Feld has been leading inter-professional service-learning experiences to Santo Domingo, Ecuador as part of Shoulder to Shoulder Global since 2009. She also creates and promotes numerous global learning opportunities for nursing students through Education Abroad. In addition to her BIRCWH funded research, she has expertise and interest in upstream determinants of Maternal and Child Health, global health, social and structural determinants of health, gender-based violence, recovery capital and health equity. She is also an active member of the Perinatal Research and Wellness Center team and serves on the Lexington-Fayette County Board of Health.

Download CV

Education

- PhD, University of Kentucky, 2018
- MSN, University of Kentucky, 2007
- BSN, Loyola University Of Chicago, 1999

Interests

- Maternal & child health
- Global health experiences for undergraduate nursing

Faculty Website Page:

Above is an example of a faculty page an its content. To have your faculty page created please submit the following information to this form website edit form

1) A Headshot Photo- upload on question number 5
    a. If you do not have a headshot, use this link to schedule a free headshot with UK Photo go.uky.edu/headshots
2) Your name and credentials as you would like them to appear on the website
3) Your position title
4) Your office number, office phone number, and UK email address
5) A brief bio
6) Your updated CV- upload on question 5
7) Education history
8) Career or research related interests.

College of Nursing

envision engage empower

BUSINESS OFFICE

Kevin Garland,
Administrative
Support Associate

Jon Shouldis,
Director of
Finance and Budget

- Purchasing Procedures
- Travel Procedures
- Package Delivery
  - Packages are delivered by various vendors to Room 315W. Packages are typically delivered to your office within 24 hours. If you receive an overnight package, someone from the business office will send you an email that it has arrived and that you may pick it up from 315W or wait until it is delivered the next time packages are delivered
- Business Cards and Order Form
  - Complete and email to: CONORDERS@uky.edu

University of Kentucky, College of Nursing Purchasing Procedures

All purchases made on the behalf of the University of Kentucky must be made in accordance with the University of Kentucky Business Procedures Manual http://www.uky.edu/ufs/business- procedures-manual . The Business office will interpret these policies & procedures and ensure the College is in compliance with University requirements.

The following procedures are to be used for all purchases made within the College of Nursing.

A) **Prior to order placement, a purchase request form must be completed and submitted to the CON business office for approval.** This policy is in place to ensure that the College is in compliance with University purchasing guidelines and to ensure funding is available. The interactive PDF purchase request can be found on the CON website under faculty/staff resources: http://www.uky.edu/nursing/sites/www.uky.edu.nursing/files/CON%20Order%20Form%2020 16-17_2.pdf

a. To ensure the timeliest processing of your order request be sure all of the information requested on the purchase request is complete. You will be contacted by the business office if there are any concerns regarding your request.

b. Complete/sign the purchase request form electronically and submit via email to conorders@uky.edu. Signature authority can be delegated if the program or project leader chooses. The business office must have documentation of the delegated signature authority on file. If you wish to delegate signature authority please contact Jon Shouldis or Todd Stoltzfus.

c. The responsible party or delegate of the funding source will need to sign as the Division Approval. If grant funds are being used the PI or delegate must sign the PI approval line.

d. The purchase request must include the source of funding that will be used for the expense.

e. **The purchase request must include a statement regarding the business purpose and/or benefit to the grant funded project. Your order request will be returned if this information is not included on the purchase request.**

B) **The CON business office will review the request and the source of funding and will determine who in the CON business office will be reviewing your request.** Tammy Anderson will review all requests for grant accounts (304xxxxxxx or 32xxxxxxxx), Jon Shouldis and/or Todd Stoltzfus will review all other requests.

C) **Once your request has been approved by the business office, it will forwarded to the CON purchasing expert for processing; please allow 2-3 business days for your order request to be completed from the time of submission.** The CON Business Office will follow the University's purchasing policies and procedures for all purchases. This may result in the need for additional documentation for your order to be successfully processed. University purchasing policies and procedures can be found by following this link: https://purchasing.uky.edu/ Please note you will need to login using your UK credentials to access this information. Once your order has been processed we will make every effort to send an email confirmation.

D) **Pre-approval Requests: If your purchase requires you to personally complete the purchase you will need to follow all purchase request guidelines and also check the Pre-approval box in the upper right hand corner of the form.** Be sure to note in the special instructions box that you will need to use the CON Procard for this purchase. You will receive an email notification of your approved request along with the approval confirmation number. Once you receive the approval confirmation you may proceed with the Procard check out process from the CON business office. Please have your order approval number on hand. The Procard and receipt for the purchase will need to be returned to the business office the same business day.

E) **The internal purchase order number or University requisition number will be used as a tracking number for all purchases.** It should be noted on all correspondence relating to the purchase. **All packing slips must be signed/dated and turned into the CON business office**. In the event that a vendor did not include a packing slip please send an email or note to the business office stating that the items have been received and be sure to reference the purchase order #. All invoices must be submitted to the business office to ensure proper payment processing. In efforts to ensure we are in compliance with the policies for document retention we must have all of these documents. If you need copies of any of the documentation please contact the business office and the information will be provided to you.

F) **Shipping packages from CON:** If you are sending a package via UPS/FedEx submit your purchase request form per normal procedures and be sure to note the expected shipping date. Please sure to list the preferred shipping company in the Vendor section. If shipping same day please bring the prepared package to the CON business office Room# 315W no later than 2:00pm. Alternatively you can provide the requested information below and we can email you the airbill for placement on the package and the requestor can coordinate getting the package to a local shipping office or dropbox.

Please be sure to include the following information on your request form:

1) Ship To address and contact information
2) Your contact information
3) The dimensions of the package
4) The weight of the package
5) If applicable the amount you want to insure the package for
6) The airbill will be completed as directed and the package will be shipped per the instructions. You will be contacted asap in the event there is problem with the information provided.
7) Phone number of receiver.

If you will be using the USPS service please take your completely prepared package to the mail room. If you will be using a postal code that is related to a specific account you will need to complete a mail card and use the appropriate account number and corresponding postal code. Postage stamps can also be purchased from the University post office, this process can take 2-3 business days to complete. Alternatively you can check out a Procard and go to an off campus postoffice to make a postage stamp purchase.

G) **Printing**

a. Business Cards

i. **To order business cards, the business card order form needs to be completed and submitted to Jon Shouldis for processing.** This form can be found on the CON website under faculty/staff resources https://www.uky.edu/nursing/sites/www.uky.edu.nursing/files/Business%20Cards%20 Order%20Form.pdf
The CON uses Southland Printing Company for our business card needs.
To update your business cards please provide your current card with any updates/changes that need to be made. You will receive a proof of your business card which will need to be approved by you prior to printing

H) Food Orders

a. Once you determine the vendor you would like to use for your meeting/event you will need to contact the vendor to obtain a quote and verify that the vendor will accept a Procard from the University of KY. On-campus events that will be catered you must chose a UK approved caterer, http://www.uky.edu/Purchasing/catererslist.htm Please note you will need to login using your UK credentials to access this information.

b. Complete the CON Purchase Request form (see above) and submit to the business office preferably no later than 7 business days prior to your meeting/event

c. Once the purchase request has been approved, you will receive approval from the business office via email. You may proceed with your order placement/reservation with the vendor. To ensure timely payment of the expense the following documentation must be submitted to the CON Business Office:
   i. Original itemized receipt or itemized invoice
   ii. List of Attendees with UK affiliation listed for each
   iii. Meeting Agenda

I) Faculty/Staff or Student Awards

a. All awards must have a current approval code prior to being purchased or given
   i. Approved Faculty/Staff awards can be found here https://www.uky.edu/ofa/awards-honors
   ii. Approved Student awards can be found here https://www.uky.edu/advisors/administrative

b. Administrative steps for processing new award requests
   i. Approval must be obtained from the appropriate CON leadership
   ii. The following information needs to be provided to the CON business office for submission to university officials for review/approval. Please allow 10-14 business days for processing

Award Name	Description	Purpose	Selection Criteria	Award Type	Award Value	Funds Source

   iii. You will be notified by the CON business office once approval has been received. Awards cannot be given or purchased until university approval is received and an award code is assigned.

J) Discretionary Expenditures

The University has strict guidelines that the CON must follow regarding discretionary purchases. The CON business office will distinguish these types of expenditures for the College of Nursing based on the information provided in the order submission. All CON discretionary expenses must contain the CON Dean approval. If a purchase is deemed discretionary at the time of review the business office will route the request to obtain Dean's approval if the approval is not already in place. Please note this may create a processing delay.

The University discretionary policy can be found here: https://www.uky.edu/ufs/sites/www.uky.edu.ufs/files/bpm/E-7-10.pdf

For all your purchasing needs please contact the CON Business Office with any questions you may have

Business Cards Form

Name: ____________________________ Title: __

UK Address:
☐ Office #
College of Nursing Building
Lexington, KY
40536-0232

UK Phone: (859) _______________________________

Additional Phone Numbers:
☐ Cellular Phone #______________________________
☐ Home Phone # ______________________________
☐ Pager # ______________________________

UK Fax: (859) 323-1057
E-mail: _____________________________

CON TRAVEL POLICIES/PROCEDURES

POLICIES

1) All University travel policies must be followed. The CON business office will review all trips prior to approval to ensure policy adherence. Check the UK Business Procedures Manual for more information regarding travel https://www.uky.edu/ufs/sites/www.uky.edu.ufs/files/bpm/E-5- 1.pdf

2) Arrangements for traveling should not and will not be made until all required approval levels are received for the trip.

3) Traveler's will need to obtain a Procard in their name. Procards can only be issued to employees that hold a regular Faculty/Staff position. Temporary status employees are not eligible to obtain a Procard.

4) If you choose to make your own travel arrangements, you must work with the CON travel expert to ensure all applicable policies are followed. Failure to do so could have negative financial impacts.

5) If a business-related airfare is cancelled and results in an airfare credit issued in your name, the credit cannot be applied to a personal airfare purchase. The credit must be applied to the next business-related trip in coordination with the CON travel expert.

6) Any airfare originally purchased on a grant that results in a credit, the original expense will have to be transferred by the business office to a College funded account.

7) All international trips require pre-approval from UK's International Center Airfare cannot be booked until the travel agency has this approval on file.

PROCEDURES

For the best possible outcome for your trip/reimbursement - **Contact CON Travel Expert Kevin Garland @ 257-4617 or kevin.garland@uky.edu**

1) Obtain and completely fill out the travel request form based on the following criteria that is applicable to your trip
   a. Create the travel request in via the Concur Travel & Expense Management System located in the employee self-service tab in the myUK portal. Training materials can be found at: https://www.uky.edu/ufs/sites/www.uky.edu.ufs/files/travelrequest.pdf
   b. If your trip doesn't contain reimbursable expenses you will need to complete the CON employee travel request (excel) form. https://www.uky.edu/nursing/about-us/our- faculty/facultystaff-governance-resources

see blue.

2) Provide all details related to the travel

a. *Title of workshop, conference, other:* Please do not use abbreviations (e.g., AAHFA, NIH. AHA). Use the complete names/titles to avoid delays caused by the need to ask for clarification.

b. Determine appropriate funding source. The 10-digit account # will need to be provided.

i. For Concur requests --- If multiple funding sources apply please enter primary funding source account# and provide additional accounts in the comments area

3) Estimate the cost of the trip

a. *Total anticipated cost of the trip:* Please provide good estimates if your total reimbursement is 10% or $250 greater than the estimated total that has been pre- approved a 2nd round of approvals will be necessary. Any exceptions to the travel allowance cap must have prior approval before the travel is booked.

b. Mode of travel

i. *Airfare:* Estimates can be obtained by contacting the CON travel expert, using the concur system, contact your administrator's support person, or check with a UK approved travel agent (AAA 859-323-5354; Avant 859-233-0000) to estimate costs.

ii. *Ground Transportation:* Estimate the cost of taxi's, buses, shuttles, uber, lyft and metro system fees to/from the airport and/or from your meeting site. Transport to/from **ALL MEALS** is not an allowable expense

iii. Personal vehicle or auto rental in lieu of other ordinary transportation will be allowed only with written justification, approved in advance by the reporting administrator.

iv. Auto rental for trips less than 500 miles one way do not require the above- mentioned additional justifications/approvals

v. Insurance for collision or comprehensive damage on rental vehicles is not an authorized expense, as it is covered by the University's Actual Cash Value Comprehensive & Collision coverage plan. Must have MVR on file with Risk Management

c. *Hotel:* Provide an estimate based on the full cost (including taxes and other fees) of the room for of the hotel.

d. *Per diem:* Determine the per diem that is allowed for the travel location. You can do this by going to https://www.gsa.gov/travel/plan-book/per-diem-rates per diem is determined based on the city you lodge in along with the time of day you leave/return. To be reimbursed for the meals (breakfast, lunch and dinner) you must be in travel status the entire time frame designated for each meal.

4) Obtain Approvals

a. Please allow up to 3 working days for this initial approval to ensure timely airfare purchases. Note – Changes may be requested/needed, and this will result in rerouting for approvals

i. Approvals for travel requests entered via Concur will route for approvals electronically upon submission (traveler, supervisor, business office)

ii. Submit the CON Employee travel request form to conorders@uky.edu. The business office will review and route this form for approval signatures

b. Once fully approved you will be notified by the CON Travel expert

5) Travel arrangements

a. The CON Travel Expert will process all travel arrangements and pre-pay your registration, lodging and airfare expenses. Pre-payment of travel arrangements will be paid using a valid Procard in the traveler's name.

b. If you elect to book your own travel arrangements, you will need notify and work with the CON travel expert to ensure compliance.

6) Reimbursement

a. Per University policy all reimbursements must be submitted to the accounts payable division within 60 days of your return. Travel reimbursements submitted later than 60 days will be paid through payroll and be subjected to taxes.
b. All documentation and itemized receipts excluding meal receipts should be submitted as a pdf file to the Business Office within 10 days of your return. Itemized receipts must be provided to avoid delays in processing your reimbursement. Retain the originals for your records.
c. The lodging expenses for the room and taxes will be pre-paid on your university procard. Other expenses incurred at the hotel will be the responsibility of the traveler to pay at the time of check out. Please be sure to include the lodging receipt with your other reimbursable receipts and circle any charges that are personal and not appropriate for reimbursement (e.g., alcoholic beverages, food from the mini bar, movie rentals).
d. Reimbursement can be expected within 10-15 working days from the time you submit your completed packet to the business office with all appropriate documentation, provided the reimbursement is error free
e. Follow this link to learn how to track the status your reimbursement report. https://www.uky.edu/ufs/sites/www.uky.edu.ufs/files/workflow.pdf

College of Nursing

envision engage empower

LIBRARY RESOURCES

Stephanie Henderson, Library Liaison

As your library liaison, I can:

- Provide consultations to assist students, faculty and staff with library resources and information searching
- Conduct literature searches to support research, scholarship, and teaching
- Develop and teach library orientations, tutorials, or information searching for classes based on your recommendations in person or on Canvas.
- Guidance on literature reviews, scoping, and systematic reviews
- Identify resources to help you stay current, including setting up Journal Table of Contents and RSS feeds.
- Take your recommendations for expanding electronic resources for the UK Libraries' collection

Bookmark the curated Nursing Research Guide for quick access to resources: https://libguides.uky.edu/nursing

- Please contact Stephanie Henderson for a complete Medical Center Library Overview session.
  - Schedule an appointment: https://libcal.uky.edu/appointments/nursing
  - Phone: (859) 323-8008
  - Email: Stephanie.henderson@uky.edu
- Address: CON 202F Website: http://libraries.uky.edu/MCL

College of Nursing

envision engage empower

HR RESOURCES

Contact Benefits

Main Office
Mandell Hall
635 S. Limestone
Lexington, KY 40508
Phone: (859) 257-9555 option 3 or 859-257-9519 option 3
Fax: (859) 323-1095
E-mail: benefits@email.uky.edu

Know your Rx Coalition

If you have questions about your prescription benefits, please call us Monday-Friday 8am-6pm.

Phone: (859) 218-5979
Toll free: 1 (855) 218-5979
Fax: (859) 257-0098
Email: kyrx@uky.edu

Benefits Staff

Name	Title/role	Phone	Fax	Email
Richard Amos	Chief Benefits Officer	(859) 257-9185	(859) 323-1095	richard.amos@uky.edu
Travis Albrecht	Know Your Rx Coalition Operations Director	(859) 218-1588	(859) 257-0098	travis.brick@uky.edu
Joshua Baber	Retiree & Affiliate Administrator	(859) 257-8813	(859) 323-1095	joshua.baber10@uky.edu
Gina Beanland	Know Your Rx Coalition Clinical Pharmacist	(859) 323-7688	(859) 257-0098	gina.beanland@uky.edu
Azetta Beatty	Work-Life Manager	(859) 257-2648	(859) 323-1095	Azetta.Beatty@uky.edu
Marissa Boelhauf	Know Your Rx Coalition Clinical Director	(859) 257-2393	(859) 257-0098	marissa.boelhauf@uky.edu
Gail Carbol	HR Manager - Benefits	(859) 257-8880	(859) 323-1095	gail.carbol@uky.edu
Megan Clements	Know Your Rx Coalition Clinical Pharmacist	(859) 218-0463	(859) 257-0098	mccr223@uky.edu
Tina Cornett	STEPS	(859) 257-8873	(859) 323-1095	tina.cornett@uky.edu
Whitney Deal	Know your Rx Coalition Pharmacist	(859) 218-6270	(859) 257-0098	whitney.deal@uky.edu
Hannah Farmer	COM Benefits Consultant	(859) 257-9487	(859) 323-1095	hannah.farmer@uky.edu
Amy Griesser	Know Your Rx Coalition Clinical Pharmacist	(859) 257-8735	(859) 257-0098	amy.griesser@uky.edu
Aneya Hardin-Carter	Employee Education Program	(859) 257-8772	(859) 323-1095	aneya.hardin-carter@uky.edu
Donna Henry	Data Management/ Customer Service Supervisor	(859) 257-8830	(859) 323-1095	donna.henry@uky.edu
Jennifer Hobbs	Customer Service Team Lead	(859) 218-5690	(859) 323-1095	jennifer.hobbs@uky.edu
Terri Kanatzar	Retirement Specialist (Request Years of Service Check)	(859) 257-8825	(859) 323-1095	terri.kanatzar@uky.edu
Debbie Martin	Benefits Advocate	(859) 257-2124	(859) 323-1095	debbie.martin2@uky.edu
Matt McMahan	Know Your Rx Coalition Clinical Pharmacist	(859) 218-5979	(859) 257-0098	mmcma2@email.uky.edu

Benefits Staff Cont.

Keely Naze	Customer Service Representative	(859) 257-8893	(859) 323-1095	keely.naze@uky.edu
Tanya Neace	Data Management: Employees with last name A-J	(859) 257-8775	(859) 323-1095	tajohn2@email.uky.edu
Stacy Poskin	Know Your Rx Coalition Clinical Pharmacist	(859) 323-7683	(859) 257-0098	stacy.poskin@uky.edu
Jacob Salsman	Customer Service Representative	(859) 257-8871	(859) 323-1095	jacob.salsman@uky.edu
Coleman Simpson	Retirement Specialist (Request Years of Service Check)	(859) 257-8845	(859) 323-1095	coleman.simpson@uky.edu
Sara Snowden	Data Management: Life Insurance and Voluntary Plans	(859) 257-8829	(859) 323-1095	sara.snowden@uky.edu
Juliet Souders	Data Management: Employees with last name K-Z	(859) 257-2495	(859) 323-1095	juliet.souders@uky.edu
Patricia Walker	Know Your Rx Coalition Clinical Pharmacist	(859) 323-7015	(859) 257-0098	pwa246@uky.edu
Terri Weber	Elder Care Specialist	(859) 218-0457	(859) 323-1095	terri.weber@uky.edu
Zachary Wilkerson	Know Your Rx Coalition Clinical Pharmacist	(859) 323-7682	(859) 257-0098	z.wilkerson@uky.edu
Lacey Wilkinson	Know Your Rx Coalition Clinical Pharmacist	(859) 218-4879	(859) 257-0098	lacey.wilkinson@uky.edu

Human Resources

Questions? Contact the appropriate provider listed below.

Benefit	Phone	Web	Email
Health UK-HMO	1-800-955-8547	www.mc.uky.edu/ukhmo	ukhmo@uky.edu
UK-RHP, UK-PPO, UK-EPO, UK Health Saver, UK Indemnity	1-855-634-3383	www.anthem.com	
Employee Benefits Advocate	859-257-2124		benefits@email.uky.edu
Pharmacy Express Scripts	1-877-242-1864 (for hearing impaired 1-800-899-2114)	www.express-scripts.com	
Know Your Rx Pharm-Assist (**formerly Help with Your Medicine and Copay Counseling)**	859-218-5979 or 1-855-218-5979	hr.uky.edu/kyrx	kyrx@uky.edu
Dental and Vision Insurance UK Dental	859-323-8566	dentistry.uky.edu/patient-care/plan	
Delta Dental	1-800-955-2030	www.deltadentalky.com	
EyeMed Vision Care	1-866-723-0596	www.eyemedvisioncare.com	
Flexible Benefits Spending Account Programs Medical Care Spending Account Dependent Care Spending Account *(Administered by TASC)*	1-800-422-4661	www.tasconline.com	
Retirement Plan TIAA (to schedule a meeting) TIAA (for telephone counseling)	859-224-6900 1-800-842-2776	www.tiaa.org	
Fidelity Investments (general) Fidelity Investments (to schedule a meeting)	1-800-343-0860 1-800-642-7131	www.fidelity.com	
CAPTRUST Financial Wellness and Advice	1-800-967-9948	www.captrustadvice.com	
Voluntary Benefits Cancer/Specified Disease, Critical Illness, Accident Insurance, Long-Term Care Insurance, Universal Life Insurance, Voluntary Short-Term Disability, Supplemental Long-Term Disability, MetLaw (Administered by The MPM Group, LLC)	859-223-4973 or 1-888-388-1676	www.thempmgroupllc.com	mpmgroup@msn.com
Home and auto insurance (Administered by Farmer's) Pet insurance (Administered by Nationwide)	auto: 833-833-4110 pet: 877-738-7874	benefits.petinsurance.com/uky	
Other Benefits/Resources Employee Education Program (EEP), Family Education Program (FEP)	859-257-9519, option 3	hr.uky.edu/tuition	benefits@email.uky.edu
Elder Care	859-323-4600 or 1-800 873-8532	hr.uky.edu/eldercare	terri.weber@uky.edu
Health & Wellness Program	859-257-9355	hr.uky.edu/wellness	healthandwellness@email.uky.edu
Training & Development	859-257-9623	hr.uky.edu/training	
Employee Discount Program		hr.uky.edu/edp	
Mental health therapists	859-257-9433	hr.uky.edu/mental-health	

Have a general question? Contact UK Employee Benefits: Email us at **benefits@email.uky.edu.** Reach us by phone at **859-257-9519, select option 3**. Send faxes to **859-323-1095.**

When to contact UK Benefits vs your retirement carrier?

Call the UK Benefits office if:

- you are checking on your eligibility to participate in the retirement plan
- you want to know how to enroll
- you want to request a retirement enrollment packet
- you want to change your distribution of funds between retirement carriers
- you want to know your voluntary limit for the calendar year
- you would like to make an appointment with a Retirement Officer

Call your retirement carrier if:

- you want to change fund allocations with a carrier
- you want to change your address
- you would like a prospectus on individual funds
- you want to transfer money from one retirement carrier to another retirement carrier
- you would like to set up one-on-one retirement counseling for investment advice
- you would like to check on your account balance
- you want to change your beneficiary on your retirement account
- you would like a pre-retirement illustration

University of Kentucky
College of Nursing
ID Badges

If you are working with/supervising students in the capacity of a clinical instructor, i.e., that is your role that day on the unit, you need to wear a CON ID badge.

If you are precepting students during your clinical hours, i.e., during the time you are in your practice, you do not need to wear a UK CON ID badge.

Please contact Shannon Ferguson (slferg4@uky.edu, or via MS Teams) to request an ID badge. Once your badge access has been approved, you will receive an email with instructions to pick up your badge.

Employee Permit Types and Options

For detailed eligibility and application requirements, view the University's [Vehicle, Parking & Permit Regulations].

E Reserved Permits

Pricing

2024-2025 Monthly Price: $126

2024-2025 Annual Price: $1,512

Permits are valid July 1 through June 30 of the following
are sold on a 12-month basis.

Parking Locations

UK HealthCare Reserved Parking Locations:

- E3: Kentucky Clinic Garage (PS #3)
- E4: Good Samaritan Garage, ED surface lot, MOB lo
- E8: UK HealthCare Garage (PS #8)
- E25: Veterans Drive Lot

UK Main Campus Reserved Parking Locations:

- E20: Administration Drive
- E21: College View Circle

E Core Permits

2024-2025 Monthly Price: $63
2024-2025 Annual Price: $756

Permits are valid July 1 through June 30 of the following year. Core parking is available on payroll deduction for most UK employees. Core permits are only sold on a 12-month basis.

Employees who no longer need or desire core parking during any portion of the year may choose to return their permit to Transportation Services and will be given a pro-rated refund of any unused portion. However, they will lose their priority allotment and will be placed at the end of the waitlist if they wish to purchase core parking at a later date. Exceptions for sabbatical, family medical leave, or approved extended leave will be considered on a case-by-case basis.

Parking Locations

Core parking is available in the following locations:

- E7: Sports Center Garage (PS7) / Complex Drive
- E2: Hilltop Avenue Garage (PS2)
- E27: Press Avenue North Lot
- E28: Prall Street Lot
- E28: Seminary Loop

Restricted to UK Athletics due to controlled location of parking:

- E31: Football Training Center Lot

Restricted to UK HealthCare employees due to controlled location of parking:

- E8U: Upper floor of the UK HealthCare Garage
- E4U: Upper levels of the UK Good Samaritan Garage (F, G & H)
- E26: Gazette Avenue Lot
- E27: Portion of Press Avenue North Lot allocated to UK HealthCare
- E33: Waller HealthCare Annex

EK Permits (Periphery)

2024-2025 Monthly Price: $34

2024-2025 Annual Price: $408

Permits are valid July 1 through June 30 of the following year. Periphery parking is available on payroll deduction for most UK employees. They are generally sold on a 12-month basis.

Employees who no longer need or desire periphery parking during any portion of the year, may choose to return their permit to Transportation Services and get a prorated refund of any unused portion.

Parking Locations

Employee periphery parking is available in the Kroger Field Orange Lot and the Large Gluck Lot. Additionally, employee periphery parking permits also grant access to the Kroger Field Red and Blue Lots as well as the College Way East and West and Commonwealth Drive lots.

E Permits (Employee Intermediate

2024-2025 Monthly Price: $42

2024-2025 Annual Price: $502

Permits are valid July 1 through June 30 of the following year. Intermediate parking is available on payroll deduction for most UK employees and permits are generally sold on a 12-month basis. Employees who no longer need or desire intermediate parking during any portion of the year may choose to return their permit to Transportation Services and will be given a pro-rated refund of any unused portion.

Parking Locations

Intermediate employee parking is available in a variety of parking garages, lots and areas throughout campus. These areas are designated by traditional E parking control signs without a specific parking lot assignment (e.g. E2) and includes, but is not limited to, the following major areas:

- University Drive Garage (PS #1)
- Cornerstone Garage (PS #5)
- Press Avenue Garage (PS #6)
- Scott Street area lots
- Memorial Coliseum area lots
- Sports Center Drive area surface lots
- Columbia Avenue Lots
- Kroger Field periphery lots

Single-Day Permits (scratch-off permits)

Single-day permits, also known as scratch-off permits, are a great option for employees, students and visitors who only need to park on campus occasionally. Please visit this page for complete details.

ADA Accessible Permits

The University of Kentucky provides American with Disabilities Act (ADA) accessible parking spaces specifically designated for use by those who are mobility-impaired or who meet the criteria set forth in KRS 186.042. These spaces are clearly marked with the universal symbol for ADA accessible areas.

For more information about ADA permits, please visit this page.

University of Kentucky
Office of the Provost
105 Main Building
Lexington, KY 40506-0032
P: 859-257-2911
www.uky.edu

MEMORANDUM

TO: Deans

FROM: David Blackwell, Provost

RE: Revised Faculty Temporary Disability Leave and Family Medical

Leave Policy DATE: October 30, 2019

University of Kentucky faculty employees are entitled to paid temporary disability leave (TDL), as well as protections under the federal Family and Medical Leave Act (FMLA) of 1993. I am enclosing a copy of the revised Faculty Temporary Disability Leave (TDL) and Family Medical Leave (FML) Policies and Procedures. Please distribute a copy of this policy to the Chairs, Directors, and other appropriate individuals within your College. These policies and procedures apply to all faculty, in both healthcare and non-healthcare colleges.

Approved faculty TDL and FML must be reported, processed, and recorded as outlined in the enclosed Policy and Procedures.

Enclosure

FACULTY TEMPORARY DISABILITY LEAVE (TDL) AND FAMILY MEDICAL LEAVE (FML) POLICIES AND PROCEDURES

Revised October 2019

Preface

Unlike staff employees, University of Kentucky faculty employees do not accrue sick days as a function of time served. Instead, under the terms of the University's *Governing Regulation*s, the Provost may grant paid temporary disability leave to faculty employees who are totally disabled for up to six (6) months:

Temporary Disability Leave (TDL) may be granted to faculty members by the Provost. Eligible faculty members who are totally disabled are entitled to six (6) months' TDL with pay. TDL with pay for more than six (6) months requires approval by the Board of Trustees. (see GR X.B.2.d(2), page 12)

It is important that faculty report their periods of illness and have TDL officially approved in the manner established in these policies and procedures to ensure that they are eligible for Long-Term Disability in the event that an illness, however mild at its onset, proves catastrophic. Reporting illness and requesting leave to care for qualified family members also ensures that faculty responsibilities, notably teaching, advising, and patient care, are covered.

Faculty employees also are eligible for leave under the Family and Medical Leave Act as outlined in *UK Human Resources Policy #88, Family Medical Leave (FML),* but a faculty employee's balances of paid TDL and paid vacation, if any, **must** be used concurrently with FML before a faculty employee is placed on unpaid leave.

In order to make the granting of TDL and FML more efficient, the Provost has delegated the authority of granting TDL and FML to deans and unit administrators, as described below, for short- term situations (up to four weeks).

In order to make the granting of TDL and FML consistent among colleges and to ensure that approved leave is appropriately documented, the requirements for eligibility under the Family and Medical Leave Act (FMLA) will be applied to faculty TDL as outlined below.

1. **Reporting Illness or Qualifying Event** To ensure that faculty responsibilities are covered during any absence, faculty employees must notify in writing their unit administrator at the onset of an illness, upcoming qualifying event (e.g. a scheduled surgery), or the need to care for a qualified family member.

   A *qualified family member* is defined as a spouse, sponsored adult dependent, child under the age of 18, sponsored child dependent under the age of 18, or parent of the employee, who has a serious health condition. There is a cumulative 30-day (six weeks) annual limit for the amount of paid leave a faculty employee may take to care for qualified family members (Twenty-six weeks of to care for a covered service member - see section 2.f. below). If leave to care for a qualified family member is approved beyond the 30-day annual limit for paid leave, the additional leave will be vacation leave (if applicable) and then unpaid leave.

2. For leave requests related to a *serious health condition or other qualifying event* as defined in *UK Human Resources Policy #88, Family Medical Leave*, the FML Form must be submitted as described below.

   A *serious health condition or qualifying event* is defined as follows:

   a. Because of the birth of a child of the employee and in order to care for that child;
   b. Because of the placement of a child with the employee for adoption or foster care;
   c. In order to care for a spouse, sponsored adult dependent, child under age 18 (or child over 18 if not capable of self-care due to a physical or mental condition), sponsored child dependent under age 18, or parent of the employee who has a serious health condition;
   d. Because of a serious health condition that makes the employee unable to perform the functions of his/her job; or
   e. Because of a qualifying exigency arising out of the fact that the employee's spouse, sponsored adult dependent, son, daughter, sponsored child dependent, or parent is a military member on covered active duty in the Armed Forces.
   f. Twenty-six workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, sponsored adult dependent, son, daughter, sponsored child dependent, parent, or next of kin (military caregiver leave).
3. The FML Form is not required for leave requests due to *less serious health conditions*, such as common cold, the flu, earache, upset stomach, minor ulcers, headaches other than migraines, routine dental or orthodontia problems, routine medical or dental appointments, but TDL for these types of events still must be reported and recorded as described below.

Approval Procedures

Medical Leave for a Faculty Employee:
1. A faculty employee who becomes ill for a time period of one day to two weeks (10 working days), whether consecutive or not, must notify their department chair/director, who may grant the paid leave and will ensure that it is documented in the department or unit personnel file. The chair/director may ask for documentation from a medical provider.

2. A faculty employee who remains ill for a time period beyond two weeks up to four weeks (20 working days), whether consecutive or not, must notify *in writing* the department chair/director, who will notify the dean of the college. The dean may grant the paid leave and will ensure that it is documented in the department or unit personnel file. The dean may ask for documentation from a medical provider.

3. If a faculty employee remains ill for a time period beyond four weeks (21 working days), whether consecutive or not, **leave may only be granted by the Provost** upon the recommendation of the dean. Make sure this entire leave is entered into the Faculty Database (FDB) when sending request for Provost approval. If approved, the Provost will notify the dean in writing, who will ensure that it is documented in the department or unit personnel file.

4. Faculty employees whose illness prevents them from fulfilling their duties beyond six months from the onset of illness are eligible to apply for Long-Term Disability under HR Policy #95. Faculty employees who are on approved TDL and are unlikely to return should, prior to the end of their 6-months of leave, contact UK HR Leave Administration for more information about applying for Long-Term Disability. Applications for Long Term Disability **must** be made within 6-months of an employee's last physical day at work. (See HR Policy #95.0: Long Term Total Disability Program.)

Leave for Birth or Placement of a Child

5. Leave for childbirth or child placement will be granted in accordance with *UK Human Resources Policy #88, Family Medical Leave*. Approved leave for childbirth may begin at the time that the appropriate health care provider advises the faculty employee to cease working or at the birth/placement of a child.

6. There is a presumed six-week recovery period (30 working days or 6 calendar weeks) for normal childbirth and a presumed eight-week recovery period (40 working days or 8 calendar weeks) for delivery by cesarean section. These presumed recovery periods are paid. After the paid 6- week (or 8-week) leave, an employee may take the balance of up to 12-weeks using available balances of paid vacation leave and then unpaid leave. For complete policies and procedures regarding leave for the birth or placement of a child, please refer to HR Policy #88.

Leave to care for a qualified family member

7. Leave to care for a spouse, sponsored adult dependent, child, sponsored child dependent, or parent of the employee) who has a serious health condition will be granted in accordance with *UK Human Resources Policy #88, Family Medical Leave*. There is a cumulative 30-day (six weeks) annual limit for ***paid*** TDL or FML a faculty employee may take for qualified family members. If leave to care for qualified family member is approved beyond the 30-day annual limit for paid leave, an employee may take the balance of up to 12-weeks using available balances of paid vacation leave and then unpaid leave. For complete policies and procedures regarding FML leave to care for a qualified family member, please refer to HR Policy #88.

8. Leave may be taken to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, sponsored adult dependent, son, daughter, sponsored child dependent, parent, or next of kin (military caregiver leave). Leave may be taken for up to twenty-six work weeks during a single 12-month period. For complete policies and procedures regarding military caregiver leave, please refer to HR Policy #88.

NOTE: If the department learns that an approved leave qualifies for FML after the leave has begun, the leave may be retroactively counted as FML under the process established by HR Policy #88.

Family Medical Leave (FML) Policies[1]

1. Under the FMLA, any faculty employee who has been a University employee for 12 months (not necessarily consecutive months, but within the last 7 years) and has worked at least 1,250 hours during the previous 12 month period[2] may take up to 12 weeks of unpaid leave for a serious health condition involving the employee or a qualified family member during any 12-month period. Faculty TDL, however, is available at the onset of employment.

2. Upon return from approved FML, an employee must be restored to the same job or an equivalent job that is virtually identical to the original job in terms of pay, benefits, and other employment terms and conditions. (Note: An employer may also deny restoration to a "key" employee under certain circumstances. See HR Policy #88 for details)

3. A faculty employee's available ***paid*** leaves (i.e., TDL and vacation leave, if any) must be used concurrently with FML. All balances of TDL and vacation leave <u>must</u> be used prior to the employee being placed on FML without pay.

4. Workers' Compensation leave shall be designated as FML, as applicable, and shall run concurrently with FML. (See HR Policy #96)

5. There is a cumulative 30-day (six weeks) annual limit for paid TDL or FML a faculty employee may take for qualified family members. If leave to care for qualified family member is approved beyond the 30-day annual limit for paid leave, the additional leave will be ***unpaid*** leave.

6. There is an FMLA requirement that the employer must provide a notice to the employee within five (5) business days of the initial request for leave or of learning that an employee's leave may be for an FMLA-qualifying reason, either orally or in writing, informing the employee whether he or she is eligible for FMLA leave. It is the responsibility of the educational unit (usually the college) to provide this notice.

7. After the establishment of a qualifying event, the dean must designate whether the FML days are paid or unpaid. The number of paid days depends on the available vacation leave and TDL. If the faculty employee is eligible for vacation leave or TDL, either or both of these paid leaves must be used, if the qualifying event is an applicable use of that leave.

8. TDL or FML is applicable only during the actual assignment period for faculty who are on 9-, 10- and 11-month contracts. If the FML-qualifying event is interrupted by a non-

assignment period, for example 5/16 – 8/15 for a 9-month faculty employee, the non-assignment months will be included in the calculation of the 6-month maximum TDL and/or the 12-week FML maximum:

Example 1: If a faculty employee (on any appointment period) who has a qualifying event on April 1, for which a 6-month leave is recommended by a qualified physician or therapist, the faculty employee is expected to return to work or file for long-term disability before October 1. For this employee, full pay and benefits would continue as normal from April 1 through September 30. The faculty employee would be ineligible for another FML/TDL leave (and accompanying TDL paid leave) until the employee has worked an additional 1250 hours during the 12 months prior to the start of leave. In this example, this would occur at the end of the following Spring term for most 9-month faculty (earlier if on longer-term appointment).

Example 2: If a 9-month faculty employee becomes a new parent through childbirth or placement (FML-qualifying event) on June 1, the faculty employee is expected to return to work on Aug. 16, which is the first day of the academic year, as the off-contract period is in excess of the 12 weeks of leave provided for in the Act. If the qualifying event (e.g., normal childbirth) occurs on Aug. 1, for example, leave could extend through Oct. 24; however, the faculty employee would be unpaid for 6 weeks of that period but paid between Aug. 16 – Sept. 12 (includes Labor Day). Birth by cesarean section or medical complications for the mother or child may extend the qualifying leave and payment. Barring post-partum complications, intermittent ensuing short-term absences for routine post-partum care may be approved (and records maintained) within the educational unit and need not be reported as a qualifying event.

Example 3: A 9-month faculty employee is the primary caregiver for a seriously ill spouse or partner. A qualified medical provider certifies that the faculty employee must provide intermittent care over a period of the fall semester (4.5 months), requiring the faculty employee to provide the equivalent of 30 days of care to their ailing spouse/partner. With proper documentation provided, the workload of the faculty employee may be adjusted during that time.

9. Tenure-eligible faculty employees approved for FML may be eligible for a delay in the probationary period in accordance with GR X.B.1.c. Non-tenured faculty may apply for an extension of the probationary period of 26 weeks (six months) beyond the date given on the original Notice of Academic Appointment and Assignment Form if they take FML of 6 weeks or more. If the total FML, during the probationary period, exceeds 26 weeks, the faculty may apply for an extension of one year beyond the date given in the original Notice of Primary Academic Appointment and Assignment. GR X.B.1(b)

For assistance or questions about this policy, please contact the Office for Faculty Advancement at: 226 Mandrell Hall (859) 323-658

[1] See UK Human Resources Policy #88 for complete policies related to Family and Medical Leave.
[2] The 12-month period begins on the first day of the approved FML leave.

Faculty Family Medical Leave Request

https://forms.office.com/pages/responsepage.aspx?id=C1MwK7ZpV0S4GEgctT1Crm9JRp9mpO5HqtXtw0JDfvFURVRFOE9JU05FTUVVMkQ1VktIVE4zMFBNTiQlQCN0PWcu

THIS SPACE LEFT INTENTIONALLY BLANK

Administrative Regulation 3:6

Responsible Office: Provost

Date Effective: 7/1/2008

Supersedes Version: 10/27/1994

UNIVERSITY OF KENTUCKY Regulations

Faculty Assignment and Vacation Leave Policy

Major Topics

I. Introduction

This regulation establishes University policy on faculty assignment periods, interim assignments, and vacation leave. It also establishes the method for proration of salary and vacation leave for faculty whose employment terminates prior to the end of an assignment period or begins after the start of a fiscal year.

II. Faculty Assignment Periods

A faculty assignment period is the period of time when a faculty employee shall be available for participation in University-related academic activities, i.e. instruction, research and other creative activity, and service.

Regular faculty assignments shall be on nine-month (academic year), ten-month, eleven-month, and twelve- month bases within a fiscal year (July 1 – June 30). Faculty assignments shall be administered in a manner approved by the Provost.

A. Nine-month Assignment

1. Assignment Period

The assignment period for faculty on a nine-month assignment is from August 16 through May 15. There is no entitlement to vacation leave for faculty on a nine-month assignment.

2. Salary Proration

One-ninth of annual salary is considered to be earned for each full month of service during the assignment period. A faculty employee whose employment terminates prior to May 15 shall have earned one-ninth of annual salary for each full month of completed service. If termination of employment occurs at a time other than month-end, the salary for that month shall be prorated on a basis of calendar days. If earned salary is less than the amount which has been paid to the faculty employee at the time of termination of employment, the faculty employee shall be required to reimburse the University for the difference.

3. Assignment During Interim Period

   Faculty employees on a nine-month assignment may be permitted to engage in University employment during an interim between regular assignment periods to a maximum extent of three months or sixty-six (66) working days per year. Daily or monthly compensation for full-time University employment during such an interim shall not exceed 1/195 or 1/9, respectively, of an individual's regular nine-month assignment period salary for the fiscal year in which the activity occurs.

A. Ten-month Assignment

4. Assignment Period

   The assignment period for faculty on a ten-month assignment is from August 1 through May 31.

5. Salary Proration

   One-tenth of annual salary is considered to be earned for each full month of service during the assignment period. A faculty employee whose employment terminates prior to the end of the assignment period shall have earned one-tenth of annual salary for each full month of completed service. If termination of employment occurs at a time other than month-end, the faculty employee's salary for that month shall be prorated on the basis of calendar days. Taking into account Section III concerning vacation leave, if earned salary is less than the amount which has been paid to the faculty employee at the time of termination of employment, the faculty member shall be required to reimburse the University for the difference.

6. Assignment During Interim Period

   Faculty employees on a regular ten-month assignment may be permitted to engage in University employment during an interim between regular assignment periods to a maximum extent of two months or forty-four (44) working days per year. Daily or monthly compensation for full-time University employment during such an interim shall not exceed 1/217 or 1/10, respectively, of an individual's regular ten-month assignment period salary for the fiscal year in which the activity occurs.

7. Vacation Leave

   All full-time faculty employees on a ten-month assignment shall be entitled to twenty-two (22) working days of vacation leave with pay per assignment period. The twenty-two (22) days of vacation leave shall be credited annually to the faculty employee on the first day of the new fiscal year. With prior administrative approval, faculty employees may take vacation leave during the period in which they are eligible to take such leave. However, faculty with instructional responsibilities, which typically include responsibilities for advising and graduate supervision, shall be available to fulfill those instructional duties at least until after Commencement and until all reports have been made, and at least five (5) working days prior to the first day of class each semester, unless for special reasons leave is approved. Vacation leave, if used, shall be taken in the assignment period in which it is credited, or the vacation leave shall be forfeited. Exceptions shall only be granted in accordance with section VI, below.

B. Eleven-month Assignment

8. Assignment Period

The assignment period for faculty on an eleven-month assignment is from August 1 through June 30.

9. Salary Proration

One-eleventh of annual salary is considered to be earned for each full month of service during an assignment period. A faculty employee whose employment terminates prior to the end of an assignment period shall have earned one-eleventh of annual salary for each full month of completed service. If termination of employment occurs at a time other than month-end, the faculty employee's salary for that month shall be prorated on the basis of calendar days. Taking into account Section III concerning vacation leave, if earned salary is less than the amount which has been paid to the faculty member at the time of termination of employment, the faculty member shall be required to reimburse the University for the difference.

10. Assignment During Interim Period

Faculty employed on a regular eleven-month assignment basis may be permitted to engage in University employment during an interim between regular assignment periods to a maximum extent of one month or twenty-two (22) working days per year. Daily or monthly compensation for full-time University employment during such an interim shall not exceed 1/238 or 1/11, respectively, of an individual's regular eleven-month assignment period salary for the fiscal year in which the activity occurs.

11. Vacation Leave

All full-time faculty employees on an eleven-month assignment shall be entitled to twenty-two (22) working days of vacation leave with pay per assignment period. The twenty-two days of vacation leave shall be credited annually to the faculty employee on the first day of the new fiscal year. With prior administrative approval, faculty employees may take vacation leave during the period in which they are eligible to take such leave. However, faculty with instructional responsibilities, which typically include responsibilities for advising and graduate supervision, shall be available to fulfill those instructional duties at least until after Commencement and until all reports have been made, and at least five (5) working days prior to the first day of class each semester, unless for special reasons leave is approved. Vacation leave, if used, shall be taken in the assignment period in which it is credited, or the vacation leave shall be forfeited. Exceptions shall only be granted in accordance with section VI, below.

C. Twelve-month Assignment

12. Assignment period

The assignment period for faculty on a twelve-month assignment is from July 1 through June 30.

13. Salary Proration

One-twelfth of annual salary is considered to be earned for each full month of service during this assignment period. A faculty employee whose employment terminates prior to June 30 shall have earned one-twelfth of annual salary for each full month of completed service. If termination of employment occurs at a time other than month-end, the faculty employee's salary for that month shall be prorated on the basis of calendar days. Taking into account Section III concerning vacation leave, if earned salary is less than the amount which has been paid to the faculty member at the time of termination of employment, the faculty member shall be required to reimburse the University for the difference.

14. Vacation Leave

All full-time faculty employees on a twelve-month assignment shall be entitled to twenty-two (22) working days of vacation leave with pay per assignment period. The twenty-two days of vacation leave shall be credited annually to the faculty employee on the first day of the new fiscal year. With prior administrative approval, faculty employees may take vacation leave during the period in which they are eligible to take such leave. However, faculty with instructional responsibilities, which typically include responsibilities for advising and graduate supervision, shall be available to fulfill those instructional duties at least until after Commencement and until all reports have been made, and at least five (5) working days prior to the first day of class for the fall semester, unless for special reasons leave is approved. Vacation leave, if used, shall be taken in the assignment period in which it is credited, or the vacation leave shall be forfeited. Exceptions shall only be granted in accordance with section VI, below.

III. Prorated Vacation Credit and Terminal Vacation Pay

A. For purposes of determining prorated first-year vacation credit for a faculty employee whose first-year assignment begins after the start of a fiscal year, or for purposes of determining terminal vacation pay for a faculty employee who separates his or her employment from the University, vacation days are deemed to be earned per month during an assignment period. Terminal vacation pay per day of unused vacation leave shall be calculated as follows:

Type of Assignment Period	Vacation Days Earned Per Month During an Assignment Period	Terminal Vacation Pay Per Day of Unused Vacation Leave in an Assignment Period (APS = Assignment Period Salary)
Ten-Month	2.200	APS / 217
Eleven-Month	2.000	APS / 238
Twelve-Month	1.833	APS / 260

* Vacation allowance earned for a period of less than one month shall be prorated on the basis of calendar days for that month.

B. Faculty employees shall be paid for earned but unused vacation leave, up to a maximum of twenty-two
(22) days, at the time of termination of employment. In reverse manner, faculty employees shall be required to reimburse the University for paid vacation leave used in excess of the amount earned at the time of termination of employment.

IV. Assignment During Interim Periods

Faculty employees on a nine-month, ten-month, or eleven-month assignment shall not engage in two or more University assignments during an interim between two regular assignment periods unless a request for such has been forwarded through proper administrative channels and approved in advance by the Provost. For any such request which is approved, an individual's total compensation from all types of University assignments during such an interim shall not exceed the maximum compensation permitted in the absence of summer session teaching.

V. Temporary Faculty

Temporary faculty employees on full time assignment are entitled to the same holiday leave granted to regular faculty employees; are not entitled to vacation leave; and are not entitled to compensation for unused holiday leave.

VI. Exceptions

A. Any faculty employee who has unused vacation leave from fiscal year 2007-2008 may carry those vacation days forward into fiscal year 2008-2009. Thereafter, all vacation leave must be used within the fiscal year in which it is credited.

B. When extraordinary business-related circumstances prevent a faculty employee from using his or her annual vacation leave, the faculty employee's chair may request permission to carry forward the unused vacation leave. A request shall be made in writing and requires the approval of the appropriate dean and the Provost. Final approval to carry forward unused vacation leave shall be granted by the Provost on a case-by-case basis. Circumstances warranting a decision to permit a faculty employee to carry over unused vacation leave must be related to work demands placed on the faculty member by his or her chair, the dean, or the institution and be clearly beyond those experienced in the normal course of employment.

Revision History

AR II-1.3-2: 1/2/1986, 11/11/1988; AR II-1.1-7: 1/2/1986, 10/2719/94; AR 3-6: 7/1/2008

For questions, contact: Office of Legal Counsel

Office of the Provost

Provost Policy Statement
Official Title: Faculty Vacation Leave
Enacted Under: Provost Robert DiPaoloa
Effective Date: January 19, 2024
Original version, no prior versions exist

Faculty Vacation Leave

Faculty and faculty administrators who accrue vacation (those on 10, 11 or 12-month assignments) will have 15 months to use their annual quota of vacation hours. Vacation hours will continue to be deposited in leave accounts each July 1 but will not expire until September 30 the following year.

Opt-out: Deans and Educational Unit Administrators (Department Chairs or School Directors) retain the ability to restrict faculty vacation use to 12 months, (with the approval of the Dean and OFA); however, any unit limiting use to 12 months must communicate in writing to all involved faculty prior to when the leave is deposited (July 1) to ensure transparent and timely communication and ensure faculty know the time limitations of their vacation hour allotment. Any unit changing its status (opting in or opting out) must have written approval of the Dean and OFA prior to the start of the fiscal year they propose a change.

Reporting, recording and tracking faculty vacation leave. It is imperative that each college has strong internal processes ensuring that they are reporting, recording and tracking faculty leaves in the university's central system. The Provost may revoke delegation of authority for any college that does not have effective oversight of reporting, recording and tracking faculty leave.

Prorated vacation credit and terminal vacation pay. Although the full allotment of vacation hours is deposited in leave accounts each July 1, vacation is pro-rated over the course of the year. As outlined in AR3.6, vacation days are deemed to be earned per month during an assignment period. For example, if a faculty member departs the institution after three months; their allowed vacation time is 25% of the full allotment, and if they have used more than that portion, they will be required to re-pay the institution.

If a faculty member departs the institution and has not used their proportional allotment of vacation leave, they shall be paid for earned but unused vacation leave, up to a maximum of 22 days (AR 3:6). However, while vacation hours are allowed to be used for up to 15 months after receipt, there is no pay out of unused vacation hours past the fiscal year in which they are earned. For example, if a faculty on a 12-month assignment leaves August 1, they can only receive pay-out for 1/12 of their unused current year allotment, even if they did not use all prior fiscal year vacation hours.

Faculty with Department of Veterans Affairs assignments. Faculty who have assignments at the Department of Veterans Affairs (VA) may receive partial salary support from the VA and may accrue vacation leave at the VA. The VA vacation assignment is pro-rated to effort at the VA; however, the University does not pro-rate vacation hours for faculty with VA assignments. Thus, faculty must claim their full planned vacation hours from the University, as well as the proportional VA time from the VA. For example, a 12-month faculty member who has a 4/8 assignment at the VA and plans to take a week of vacation must claim 40 hours of leave from the University and 20 hours of leave from the VA for that week's vacation.

Impact of approved leave on vacation leave (see GR 10):

Sabbatical: There is no impact of sabbatical leave on vacation leave. Faculty who accrue vacation who take a sabbatical have the same vacation hour allotment and the same 15-month period in which to use their vacation time.

Temporary Disability Leave (TDL) or Family Medical Leave (FML): Vacation time may be charged for faculty taking parental leave beyond 6-8 weeks for child birth or adoption. Vacation time is considered earned during time on leave.

Leaves with Pay: There is no impact of approved leave with pay on vacation hours. Vacation hours are earned while on leave with pay.

Leaves without Pay: Vacation hours are not earned while on leave without pay.

Educational Leave: There is no impact of approved education leave on vacation hours. Vacation hours are earned while on educational leave.

Scholarly Fellowship Leave: There is no impact of approved scholarly fellowship leave on vacation hours. Vacation hours are earned while on scholarly fellowship leave.

Entrepreneurial leave: Vacation hours are not earned while on entrepreneurial leave.

Exceptions. As outlined in AR 3:6, if extraordinary business-related circumstances prevent a faculty employee from using their annual vacation leave within the 15 months allowed, the dean may request permission to carry forward the unused leave. The request must be submitted in writing from the dean to the Associate Provost for Faculty Advancement. Final approval to carry forward unused vacation leave shall be granted by the Provost on a case-by-case basis.

Administrative Regulation 3:9

Responsible Office: Provost

Date Effective: 2/25/1999

Supersedes Version: 8/20/1992

Consulting and Other Overload Employment

I. Faculty Consulting and Other Overload Employment Outside the University

A. University Policy

The University has an obligation to encourage its faculty to assist in the transfer of knowledge from the University into the general community. It recognizes that the effectiveness of its academic programs can be enriched by appropriate faculty involvement with the realities of social, economic, and technologic activities outside the University. Faculty employees are uniquely qualified to assist in meeting a variety of societal needs by way of limited consulting activity. Personal participation in professionally relevant consulting activities should enhance a faculty employee's competence as a teacher and a researcher.

With appropriate prior administrative approval, a full-time faculty employee on a 9, 10, 11 or 12 month assignment may render professional consulting services in the public interest to an individual association, governmental agency, business, or others. Such consulting activities, whether compensated or not, however, should not interfere with the fundamental responsibility of a faculty employee to meet regularly assigned duties and obligations to teaching, research and service, including being regularly available to students and colleagues, which are normally expected of a full-time faculty employee and for which the faculty employee receives compensation from the University. The dean of a college with the approval of the Provost, has the authority to limit external consulting and other overload employment for faculty in that college to less than the maximum extent when such limitation is necessary to meet the college's commitments to instruction, research, and service.

At all times while on full-time or part-time appointment, during either an assignment period or a non- assignment period, faculty employees must avoid any situations in which their involvement may actually conflict, or appear to conflict, with their University duties and responsibilities. While it is not possible to anticipate every factual situation which might give rise to a conflict of interest, such a conflict of interest does arise within the meaning of this regulation when a faculty employee represents the legal interests of another party against the University or when a faculty employee engages in litigation on behalf of another party against the University. A conflict of interest also may arise in a case of a potentially patentable invention or discovery (see AR 7:6 for a statement of the University's intellectual properties policy and guidelines for determining the interests of the University and its employees). Interpretations as to conflicts of interest in particular factual situations are to be made by the President of the University with the proviso that an adverse decision can be appealed to the Hearing Committee of the Board of Trustees.

“The above principles apply to all faculty employees during the period of their active full-time employment by the University. Any non-assignment period during May 16-August 15 is/are excluded for those faculty employees employed on a nine-month (academic year) assignment basis. Similarly, any non-assignment period is excluded for faculty employees on a ten-month or eleven-month assignment basis. Additionally, any authorized annual leave or vacation period is excluded for those faculty employees employed on a nine month (academic year) assignment basis. The assignment period will determine the number of days that a faculty employee may consult (See section B III). Regardless of the assignment period, faculty who plan to consult or to undertake employment outside the University must complete Form F (illustrated at the end of this administrative regulation). Form F must be completed before a faculty employee undertakes any consulting or outside employment. The information provided by the faculty employee on Form F will be evaluated to ensure that there are no actual or potential conflicts of interest during the nine-month, ten-month, eleven-month, or twelve-month assignment period and also during any non-assignment period, authorized leave, or vacation period. Professional services covered under University-enacted professional service plans are excluded from this approval process."

B. Approval Procedure

The variety of outside consulting or employment situations and the potential of such for detracting from a faculty employee's regular University activities, for lacking professional relevance to the faculty employee's field, or for constituting a conflict of interest for the faculty employee demand a standard procedure for review and approval.

The viability of this policy depends upon the manner in which faculty employees exercise this opportunity for enrichment of the academic program of the University. The following guidelines and procedures are set forth to aid in the interpretation of the policy for professional employment, consulting or professional practice. In general, any outside employment demanding more than purely spare-time effort must be substantially justified in terms of the contribution its performance can bring to the faculty employee's pursuit of teaching, research, and service. The basic responsibility for determining the appropriateness of any outside employment rests with the personal and professional integrity of the individual faculty employee.

When desiring to engage in such activities, a faculty employee must make a formal proposal in writing to the concerned educational unit administrator using a copy of the Faculty Overload Form (F) (which can be found at the University eForms site). Since approval shall not be granted for blanket authorization to consult or engage in professional practice, a proposal should be specific. Such a proposal shall indicate the nature of the work to be performed, the estimated amount of time involved, the duration of the assignment, and the scale of compensation if any. The educational unit administrator's recommendation on the proposal shall be forwarded to the appropriate college dean whose recommendation, in turn, normally shall be forwarded to the Provost for final action. These proposals shall be made a matter of record by the Provost who shall transmit periodic reports to the President and to the Board of Trustees.

In cases where urgency can be demonstrated relative to the consideration of proposals for consulting and other overload employment, educational unit administrators and deans should be sensitive and responsive to the need for prompt action. In such a case, upon receipt of the faculty employee's proposal and the educational unit administrator's recommendation, the dean shall approve or disapprove the proposal and report the resulting action to the faculty employee, educational unit administrator and the Provost.

Whenever a proposal by a faculty employee is disapproved by an official of the University, it is the obligation of that official to provide the faculty employee, upon request, with an oral statement of the reason for the decision. The faculty employee also is entitled to appeal such a disapproval through established channels.

Faculty employees engaged in consulting and other overload activities must not use the name of the University of Kentucky in such a manner as to suggest institutional endorsement or support of a non- University enterprise.

Requests for outside employment that involve significant use of other University personnel, facilities, or equipment should be performed on a contractual basis with the University rather than on an individual consulting basis.

A faculty employee wishing to engage in continuing consulting or other outside employment must resubmit a request annually.

The following professional activities are subject to the guidelines in Section I.A. but are excluded from the approval requirements in Section I.A. and discussed in this section so long as any such activity occurs on not more than four separate occasions per year and does not result in compensation in excess of one thousand dollars ($1,000) per occasion:

1. Occasional service on review panels, site visit teams, professional committees or boards, and related voluntary professional services;

2. Occasional lectures or seminars at other institutions;

3. Occasional telephone or office consultation; and

4. Occasional reading and evaluation of manuscripts, writing reviews, serving as expert witness, rendering professional opinions in depositions, etc.

Faculty employees engaged in consulting and other overload employment activities must assure that they do not have a conflict of interest (See AR 7:2) and that they adhere to the policy on Ethical Standards and Misconduct in Research (GR X) and (AR 7:1), and applicable college practice plan income requirements (AR 3:14).

II. Special Considerations Regarding Faculty Consulting and Other Overload Assignment Within the University

The University recognizes that there are occasional circumstances when a faculty employee may be the most appropriate person to undertake University assignments which are beyond the scope of that individual's normal educational unit, college, and University-wide responsibilities. Examples include the conducting of continuing education classes, and participating in various types of sponsored activities for which the basic responsibility lies outside the faculty employee's educational unit. Reasonable compensation above the individual's regular University contract shall be negotiated between the Dean and faculty employee and approved by the Provost. The local nature of the circumstances, the relative closeness of participants, the potential impingement on the individual's regular duties, market factors, and the potential for conflicts of interest shall be considered.

Additional compensation for internal overload assignments may be governed by specific fee schedules. Such fee schedules must be approved by the appropriate University authority. In the absence of such fee schedules per diem-compensation may not exceed 1/195, 1/217, 1/238, or 1/260 on a nine-month, ten- month, eleven-month, or twelve-month assignment basis, respectively, of the individual's regular assignment period salary for the pertinent fiscal year unless expressly approved otherwise in advance by the Provost. The total of all internal overload compensation during a regular assignment period may not exceed 39/195, 39/217, 43/238, or 48/260 on a nine-month, ten-month, eleven-month, or twelve-month assignment basis, respectively, of the individual's pertinent regular assignment period salary unless specifically approved in advance by the Provost.

Internal Overload Limits				
	9 month assignment	10 month assignment	11 month assignment	12 month assignment
Pier diem compensation shall not exceed	1/195	1/217	1/238	1/260
Total internal overload compensation shall not exceed	39/195	39/217	43/238	48/260

Regardless of whether an approved fee schedule or an appropriate per diem compensation is used, prior administrative approval of a proposal for an internal overload assignment (i.e., an assignment such as one of those mentioned in the two preceding paragra phs) is still required. The approval procedure for internal overload assignments shall be identical with the previously described outside employment approval procedure except for the above special constraints.

If an internal overload assignment is to be compensated from sponsored project funds, the faculty employee's proposal for overload employment shall be forwarded sequentially to the educational unit administrator, dean of the college, principal investigator for the sponsored project, and the Director of the Office of Sponsored Projects Administration for recommendations on approval prior to final action by the Provost. In accordance with OMB Circular A-21, Cost Principles for Educational Institutions, sections J.8.d(1) entitled salary rates for Academic Year, and J.8.d.(2)(a) entitled Periods of Outside the Academic Year, in no event will charges to sponsored agreements irrespective of the basis of computation, exceed the proportionate share of the base salary for that period.

III. Limitation on Overall Combination of Consulting and Other Overload Employment During a Regular Assignment Period or a Summer Assignment Period

Limits on Overall Combination of Consulting and other Overload During a Regular Assignment Period				
	9 month assignment (No vacation allowance and covers period August 16 - May 15)	10 month assignment (1 month vacation allowance)	11 month assignment (1 month vacation allowance)	12 month assignment (1 month vacation allowance)
Maximum days for consulting and overload	39 days	39 days	43 days	48 days

A faculty employee regularly employed full-time on a nine-month assignment basis, which includes no vacation allowance, may be permitted to engage in external consulting and/or other overload activities to a maximum extent of 39 days during a regular assignment period which covers August 16 of one year through May 15 of the following year.

A faculty employee regularly employed full-time on a ten-month assignment basis, which includes a one- month vacation allowance, may be permitted to engage in external consulting and/or other overload employment to a maximum extent of 39 days during a regular assignment period.

A faculty employee regularly employed full-time on an eleven-month assignment basis, which includes a one-month vacation allowance, may be permitted to engage in external consulting and/or other overload employment to a maximum extent of 43 days during a regular assignment period.

A faculty employee regularly employed full-time on a twelve-month assignment basis, which includes a one- month vacation allowance, may be permitted to engage in external consulting and/or other overload activities to a maximum extent of 48 days during a twelve-month period which covers May 16 of one year through May 15 of the following year.

A faculty employee regularly employed on a nine-month, ten-month, or eleven-month assignment basis may be permitted to engage in part-time or full-time University employment during a period not included in a regular assignment period. Employment during an interim period between regular assignment periods shall not be considered as internal overload employment but shall be subject to established guidelines and constraints (see AR 3:6).

With appropriate prior approval, a faculty employee regularly employed on an assignment basis of less than twelve months may engage in external overload activities up to an average of one day per week while on full-time University summer assignment.

IV. Staff Consulting Outside the University, Special Assignment and Overload Employment Within the University

The University recognizes that exempt staff employees may enrich the University by appropriate involvement in limited external consulting activity. Personal participation in professionally relevant consulting activities may also enhance the staff employee's competence in the respective professional or administrative role.

An exempt staff employee employed on a full-time basis may render professional consulting services in the public interest to an individual association, government agency, business, or others. Such consulting activities, however, should not interfere with the fundamental responsibility of the individual to meet regularly assigned duties. Exempt staff employees engaged in consulting and overload activities are expected to adhere to the conflict of interest statements spelled out in State Law and University Regulations. Consulting shall be done only on vacation leave, weekends, evenings or times when the employee is not expected to be carrying out responsibilities of the position held (e.g., University holidays).

The University recognizes there may be instances where an exempt staff employee may be the most appropriate person to undertake a specialized internal assignment that would otherwise necessitate employment of an additional individual. In an instance where additional compensation is requested for such a specialized assignment, all following criteria must be strictly satisfied, with the exception that Criteria 2 and 4 need not be met where the assignment involves the teaching of a night or extension class or the preparation and/or grading of correspondence class materials.

1. The assignment is clearly beyond the scope of the specified duties (as set forth in the job description of the staff employee's regular position) that are performed during normal and usual working hours.

2. The assignment normally is outside the organizational unit(s) in which the employee is regularly assigned. Only with prior written approval of the Provost may an exempt staff employee teach a University of Kentucky course for academic credit within the organizational unit to which the staff employee is regularly assigned.

3. Except when an exempt staff employee teaches a University of Kentucky course for academic credit, the assignment to be performed is totally separate and apart from normal and usual working hours. (The period normally excluded is 8:00 a.m. through 5:00 p.m. Staff employees who teach

   during usual working hours shall adjust the usual working hours to make up the time. Also, a staff employee shall not teach more than one course during usual working hours.)

4. Except when an exempt staff employee teaches a University of Kentucky course for academic credit, the assignment is of special and infrequent nature thereby making it unfeasible to hire a temporary employee to perform the assignment.

5. The assignment clearly serves the best interests of the University.

6. In no case is any such assignment to be undertaken without the prior express approval of the dean of the college or the head of the administrative/operating division to which the staff employee is assigned and the dean of the college or the head of the administrative/operating division in which the staff employee will perform the overload assignment. If the internal overload assignment is to be compensated from sponsored project funds, approvals from the principal investigator for the sponsored project and the Director of the Office of Sponsored Projects Administration also must be obtained prior to final approval by the dea of the college or the head of the administrative/operating division who will be administratively responsible for the employee's overload assignment. A copy of Form S (illustrated at the end of this administrative regulation) shall be used for requesting and obtaining approvals for any such internal overload assignment.

   No additional compensation in lieu of vacation will be permitted.

   Any compensation for such services will be at an hourly rate unless otherwise covered by a fee schedule which has been approved by the Provost. No hourly rate compensation shall exceed that derived by dividing the staff employee's basic annual salary by 2080. The staff employee's fringe benefits shall not be affected by monies paid for overload assignments.

   The total compensation a staff employee receives under this policy during a fiscal year may not exceed 20% of the employee's basic annual salary for that year.

References and Related Materials

GR Part X, Regulations Affecting Employment

AR 3:6 Faculty Assignment and Vacation Leave

Policy AR 7:1 Research Misconduct

AR 7:2 Research Conflict of Interest and Financial Disclosure

Revision History

AR II-1.1-1: 1/8/1990, 8/20/1992, 2/25/1999

For questions, contact: Office of Legal Counsel

HIPAA WBT AND CORPORATE COMPLIANCE

THROUGH myUK Learning

- Go to **www.uky.edu** home page
- Click on **myUK** icon
- Click on **Log-In**
- Type in your **username** (everything before the @ sign of your email)
- Type in your **password** (this is the same password as your email password)
- Employee Self Service page should pop up
- Scroll down the page and click on **myUK Learning**
- This will bring you to your **performance manager 4 success factors** page
- Under **Links** click on **myUK Learning**
- Under the Find Learning Tab type in **HIPAA**
- Scroll down to **HIPAA – New Hire WBT** and click on it
- Click on **Start Course**
- Click on Return to Content Structure
- Click on **HIPAA – New Hire WBT** shown in **blue**
- Click through tutorial for HIPAA which is about 33 slides
- On the 34th slide click on **Start Test**
- The test will ask you a series of questions about the HIPAA information you just reviewed
- Each question is a separate slide
- After answering each question click on the **submit** button for each slide (bottom right hand corner of each slide)
- After you complete the last question on the test you will be shown a slide with your test results
- You will be given the option to **Continue** or **Review your test**
- If you choose to continue you'll be taken to an exit slide click on the **blue Exit arrow**
- This will take you to a screen that you will want to click the **BACK Button** twice
- Click on **My Learning**
- Under the History Tab click on **View All**
- This will take you to a listing of your completed work and will show you when you've completed a course and if you passed and will also give you the option to print
- Click on the **printer**  icon under Action heading
- This will bring you to your Completion Certificate
- Please print the certificate and make a copy for yourself for your records
- Please print a copy and **provide to your reporting Associate Dean (their administrative assistant)** and they will make sure to have it placed in your faculty file for the CON's records

Please follow the above steps for Corporate Compliance for New Hires WBT as well

Please note: If you are a supervisor, you will need to complete both the HIPAA for New Hires AND the HIPAA Education Level 2: Clinical Faculty & Staff WBT

HIPAA Training Education Levels

- **HIPAA New Hire Training--Mandatory**

This level of HIPAA Training is the Education level everyone as an employee of UK HealthCare and the College of Nursing is required to take.

- **HIPAA Education Level Two: Clinical Faculty and Staff**

This level of HIPAA Training is the Mandatory Education level for those individuals who are in a clinical role including clinical Supervisors of Nursing Students, to provide healthcare or are staff in a setting where healthcare is provided.

- **HIPAA Education Level Two: Basic Release**

This level of HIPAA Training is the Education level for only those individuals who physically release health information. This would be someone in a records management role.

- **HIPAA Level Two: Managers and Supervisors**

This level of HIPAA Training is for managers and supervisors in a clinical setting.

Emergency Contact Information

Personal Information:

First Name: ______________________ **Last Name:** ___________________________

Employee ID#: ____________________ **Birthdate:** ______________________

Home Address: ____________________________________

____

City: ___________________________ **State:** _____ **Zip Code:** ___________

Emergency Contact Information:

Name:__________________________________ **Relation:**____________________________

Phone#: _________________________________

Alt Phone#: _________________________________

Secondary Emergency Contact Information:

Name:__________________________________ **Relation:**______________________________

Phone#: _________________________________

Alt Phone#: _________________________________

Medical Information (optional):

Primary Physician: ____________________________ **Phone#:**_____________________

Physician Address: ____

____

City: ____________________________ **State:** _____ **Zip Code:** ___________

Allergies and/or Medications: ____

Other Information: ____

____

Signature: _______________________________________ **Date:** ________________

UK ALERT | University of Kentucky Police Department
Division of Crisis Management and Preparedness

https://www.uky.edu/alerts/

Sign Up or Update Your Account Today

UK Students, Staff, and Faculty access their accounts via the **myUK** portal.

Parents, media, visitors and other interested parties, click **here** to create/edit your account.

Feel free to contact the **UK Alert Team** if you experience any issues.

The University of Kentucky utilizes an emergency notification system, UK Alert, to communicate official information during an emergency or crisis situation that disrupts normal campus operations or threatens the health or safety of members of the campus community.

All University of Kentucky students, staff, and faculty are automatically registered in UK Alert with their official university e-mail address. We encourage students, staff, and faculty to add other contact information, such as mobile numbers and personal e-mails, to their UK Alert accounts. Parents, media, visitors, and other interested parties may register for UK Alert on a voluntary self-subscription basis.

Depending on the emergency and the location, an alert may be sent using all of the methods, or a combination of the alert methods.

UK Alert uses the following methods to send immediate notifications:

- Text Messages—sent to phone numbers that have been entered by the individual user.
- Phone Calls—sent to phone numbers that have been entered by the individual user.
- Email—to all uky.edu email addresses.
- Outdoor Sirens—Blue Emergency Notification Towers are strategically placed at 26 locations across campus to provide outdoor alert tones and broadcast emergency messages. These emergency notification towers are illuminated at all times and flash when activated. The messages are pre- recorded and will provide basic information, such as "Dangerous Situation. Seek shelter immediately". More details, such as the location of the incident, will be provided in the text message, email, and on the VoIP phones. One of the following emergency messages will be relayed over the loudspeakers within the blue emergency notification towers:

    1. All Clear - **Listen**
    2. Dangerous Situation (usually man-made event, i.e. active shooter or civil disturbance) - **Listen**
    3. Hazardous Condition (usually a natural occurring incident, i.e. earthquake, hazardous material release, fire, or gas leak) - **Listen**
    4. Tornado Warning - **Listen**
    5. Test - **Listen**

- VoIP Desktop Phones—University of Kentucky has approximately 5,300 Voice over Internet Protocol phones throughout main campus and in some off campus offices incorporated within the Alert system. As UKIT continues to add VoIP phones to the system, these phones will automatically be added to the UK Alert system. UK HealthCare buildings are excluded from VoIP notifications; UK HealthCare will provide coded messages over its system. When UK Alert is activated, one of the following messages will broadcast over the VoIP phones and an accompanying text message with more detail will be displayed on the phone's screen.

    1. All Clear - **Listen**
    2. Dangerous Situation (usually man-made event, e.g., active shooter or civil disturbance) - **Listen**
    3. Hazardous Condition (usually a naturally occurring incident, e.g., earthquake, hazardous material release, fire, or gas leak) - **Listen**
    4. Tornado Warning - **Listen**
    5. Test - **Listen**

UK Alert is designed for use **only** when an incident disrupts normal campus operations or threatens the **immediate** health and safety of the campus community. Other forms of communication that UK may use to broadcast messages are:

- Twitter
- Facebook
- **University website**
- Local news outlets

Effective emergency response requires personal preparedness and planning. We encourage you to edit your UK Alert account to include multiple forms of notification as just one part of your personal emergency preparedness plan. For more information on emergency planning at UK and ideas for personal preparedness, **click here**.

University of Kentucky Office of Institutional Equity and Equal Opportunity

https://ieeo.uky.edu/key-priorities/discrimination-and-harassment

Welcome to the Office of Institutional Equity and Equal Opportunity.

Our mission is to promote an environment free of discrimination and inequity. We are responsible for upholding the University's commitment to equal opportunity for all members of the University community in academic programs, research, service and employment. Our values encompass equal opportunity, respect for individual differences, accessibility, a sense of community, personal integrity, diversity, inclusiveness and accountability.

The Office of Institutional Equity and Equal Opportunity:

- Handles both internal and external complaints of discrimination
- Handles complaints of sexual misconduct
- Trains the University community on equal opportunity and affirmative action issues
- Develops and disseminates the University Affirmative Action Plan
- Recommends and monitors the attainment of faculty and staff employment goals
- Fosters a diverse and inclusive learning and working environment

The Key Priorities of the Office of Institutional Equity and Equal Opportunity include:

- Discrimination and Harassment
  - Discrimination and Harassment Policy (Administrative Regulation 6:1)
  - Any member of the University community experiencing discrimination at the University of Kentucky is encouraged to file a complaint.
  - Each dean, director, department head, manager, supervisor, faculty member, or other employee is **required to report** matters regarding possible discrimination by contacting the Office of Institutional Equity.
  - Make sure you complete the web-based training: "Discrimination, Harassment and Sexual Misconduct: What you need to know."
- Title IX
  - Policy and Procedures for Addressing and Resolving Allegations of Sexual Harassment Under Title IX and Other Forms of Sexual Misconduct (Interim Administrative Regulation 6:2)
  - The University is committed to maintaining an environment that is safe and free from sexual assault, stalking, dating violence and domestic violence.
  - If you believe any member of the University community has experienced sex-based discrimination or harassment, including sexual misconduct, you are **required to report** the matter to the Office of Institutional Equity.
- ADA Compliance
  - The University is dedicated to providing reasonable accommodation to qualified students, employees, and all those with disabilities participating in its programs and services.
  - If you or an employee you supervise need an accommodation related to a disability, please contact the Office of Institutional Equity for assistance in establishing and implementing reasonable accommodations.

- Pregnancy and Parenting
    - The Office of Institutional Equity provides accommodations for employees and students who are pregnant, nursing, and recovering from childbirth.
- Federal Reporting
    - The Office of Institutional Equity is responsible for federal compliance relating to women, minorities, individuals with disabilities, and protected veterans through the University's Affirmative Action Plan.
- Training
    - Weekly live training
    - Interim Regulation AR 6:2 Information Sessions
    - Web-Based Trainings (WBT)
    - Please contact Laura Brasie at laura.brasie@uky.edu if you would like to schedule a training for students, staff, and/or faculty.

The Team consists of:

- Thalethia B. Routt, Acting Associate Vice President for Institutional Equity and Equal Opportunity
- Meredith Reeves, Interim Title IX Coordinator
- Martha Alexander, Executive Director
- Heather Roop, ADA Coordinator & Technical Compliance Officer
- Laura Brasie, Equal Opportunity Investigator
- Julia Phillips, Equal Opportunity Investigator
- Brandon Williams, Equal Opportunity Investigator
- Andrew Beppler, Administrative Support Associate

If you have questions or would like additional information, please contact the Office of Institutional Equity and Equal Opportunity at (859) 257-8927.

University of Kentucky
Office of the Provost
105 Main Building
Lexington, KY 40506-0032
P: 859-257-2911
www.uky.edu

MEMORANDUM

To: Deans, Chairs and Directors

From: Robert S. DiPaola, M.D.
Provost

Sue Nokes, Ph.D., P.E.
Acting Associate Provost for Faculty Advancement

Subject: 2022-2023 Faculty Performance Review: First Year of Biennium

Date: October 7, 2022

Please forward this memorandum to all full-time faculty employees in your unit.

The evaluation of faculty performance is one of the most important activities that educational unit administrators, working in close collaboration with deans and others, are asked to undertake. In the spirit of increasing communication, the purpose of the Faculty Performance Review is to provide guidance for continuing and meaningful faculty development and advancement. When done properly, the evaluation process is an effective means of communicating expectations, enhancing faculty productivity and acknowledging and rewarding accomplishments, as well as identifying and dealing with performance-related issues in the spirit of continuous improvement. In addition, faculty performance reviews are an important source of information for promotion and tenure reviews. *Administrative Regulation 3:10* ("Policies for Faculty Performance Review") enumerates the policies and procedures for conducting performance evaluation of faculty at the University of Kentucky. This memo provides a brief summary of those policies and procedures.

Which faculty cohort is being reviewed this year?

This being the first year of the current biennium, all full-time faculty employees across all title series shall undergo faculty performance evaluation, including all new full-time faculty (all title series and academic ranks) who are in their first year of service.

If agreed to by mutual consent of the dean and a faculty employee on a terminal contract in one of the tenure-ineligible title series, a faculty performance review may be conducted, but it is not mandatory.

Exceptions to these performance review policies will apply in cases of (1) tenured faculty employees who will retire before or at the end of the current fiscal year, and (2) non-tenured faculty employees whose appointments will not be renewed. Faculty employees on out-of-state assignments in international or other programs shall be evaluated for purposes of performance review based on their performance and accomplishments in assigned areas of activity in accordance with *AR 3:4*.

All educational unit administrators who have faculty on Phased Retirement shall take steps to ensure that those individuals are meeting or exceeding their unit's performance expectations in their areas of assignment; however, formal faculty performance evaluation for faculty on Phased Retirement is not mandatory.

How are faculty who have joint appointments evaluated?

For a faculty employee with a joint appointment, where the secondary assignment comprises no more than twenty percent (20%) of the individual's total Distribution of Effort (DOE), the unit administrator of the department, school, graduate center or college in which the faculty employee has a primary appointment will evaluate the performance of the faculty employee, with input from the unit administrator of the secondary unit. If a faculty employee's secondary assignment comprises more than twenty percent (20%) of the individual's total DOE, the unit administrators of each unit will evaluate the faculty employee's performance.

How are faculty associated with multidisciplinary research centers and institutes evaluated?

Faculty employees whose assigned DOE in a multidisciplinary research center or institute is greater than twenty percent (20%) shall have the activity performed in the center or institute evaluated by the educational unit administrator of that unit. The unit administrator of the center or institute shall report the merit score(s) to the unit administrator of the individual's primary unit. In cases where a faculty employee performs assigned DOE duties in a multidisciplinary research center or institute totaling twenty percent (20%) or less DOE, the individual's primary unit administrator will evaluate the activity performed in the center or institute with input from the educational unit administrator of the secondary unit.

What policies and procedures inform the faculty review process?

Deans and educational unit administrators can help ensure the integrity of the performance review process by clearly communicating to faculty specific University and college polices that inform the faculty performance review process. Below is an overview of the salient University policies on faculty performance review.

Faculty performance shall be evaluated across all areas of assigned activity as recorded in the DOE agreement applicable to the review period. Faculty activity is broadly defined and includes: [1] instruction (i.e., teaching and advising); [2] research and/or other appropriate forms of creative activity; [3] service (includes service to the public, service to the profession, service to the institution, patient care unrelated to instruction, and other appropriate outreach activities); [4] administration; and [5] professional development.

Each faculty employee under review is responsible for preparing a summary of professional accomplishments in each area of assigned activity; where teaching has been assigned, the faculty employee will also prepare a teaching portfolio. This may be a traditional teaching portfolio as described in Appendix I of AR 3:10, or may be a more truncated version that includes student appraisals for courses taught, peer faculty appraisals, and a brief narrative summarizing instructional efforts for the review period. Results of the evaluation will be communicated in writing to the faculty employee by the chair or director, and to the dean.

Reviews are to be based on the composite DOE across the review period performed by the faculty employee in each area of assigned activity. Quantitative and qualitative information will be used and explained in making judgments about performance.

The evaluation instrument or forms that are used in each college are to be developed by the dean of the college and must involve consultation with an appropriate faculty governance body. Letter, numerical, or descriptive designations may be used in the evaluation instrument, but the rankings must clearly recognize at least three performance designations: outstanding, good or satisfactory, and unsatisfactory. Evaluators are expected to be both fair and constructive. Evaluations must contain sufficient written commentary to explain the assigned ratings, especially in areas of activity in which a faculty employee has received a rating below good or satisfactory.

It is also expected that the unit administrator will consider input from students, colleagues and administrators in determining merit ratings, consistent with AR 3:10, while holistically considering the added contributions to diversity the faculty member's lived experience may bring. For best practices in this regard, contact the Office for Faculty Advancement.

The unit administrator will recommend a merit rating for each faculty employee consistent with the rating scale adopted by the college for each area of assigned activity. A composite merit score shall be calculated by the unit administrator and recorded on the merit report for each faculty person reviewed in the unit. An individual's composite merit score is calculated by multiplying the merit rating assigned to an area of activity by the DOE percentage apportioned for that area of activity. The product of a merit rating for an area of activity multiplied by its DOE percentage is the *merit score* for that area. The *composite merit score* is the sum of those discrete merit scores. A dean may implement a college-wide practice of rounding all composite merit scores to the nearest integer.

How is disruption from the pandemic considered in the Performance Review process?

While we continue to serve our myriad stakeholders as we emerge from the global pandemic, a valuable approach to enhance the growth and development of our faculty is to conduct meaningful, fair, and thorough reviews, following established policies. Although we are mandated by our University regulations (AR 3:10, AR 2:1-1, among others) and regional accreditation standards to conduct these reviews, it is obvious that the COVID disruption has altered each faculty member's goals for the past performance period and therefore our practices will need to reflect the reality of what the global pandemic has caused.

By listening to our faculty, our faculty leaders (both within the University Senate and faculty administrators), my CAO peers, and national higher education forums, I am urging deans, associate and assistant deans, and chairs and directors responsible for faculty merit reviews to consider adopting all or most of the following recommendations:

- Consider inclusion of a personalized "COVID Impact Statement" into all faculty member's performance evaluation documentation. This will assist faculty members' explanations of how their work had to be shifted and adjusted to respond to the work demands pre-COVID.
- Carefully consider the required performance review inputs from students, colleagues, and administrators, as required in AR 3:10.

- When possible, assist faculty members in constructing their performance review materials by providing unit records through database management tools and resources, minimizing faculty members' documentation efforts.

DISCOVER WHAT'S
Wildly Possible.
An Equal Opportunity University

- Enhance the use of multiple measures/evidence of teaching excellence in faculty members' teaching portfolios (e.g., peer evaluation, innovations in teaching, samples of graded student work, efforts to serve students during the pandemic, metrics on achievement of student learning outcomes, and later student success).
- Pay special attention to the fair, consistent, and compassionate evaluation of non-tenure track and non-tenured faculty, as it is of utmost importance that these faculty members, above all others, have no gap in their performance evaluation record.
- In the evaluation itself, focus on flexibility, creativity, fairness, equity, and compassion exercised under the pandemic conditions.
- Maintain a point-of-view of post-pandemic work to set up the faculty member for long-term professional success.

The Appeal Process

All faculty employees are provided the opportunity to file a formal appeal with the college dean. The appeal may be based on a claim of procedural error and/or contested merit score(s) in the faculty employee's faculty performance review. Procedures for college-level faculty appeals should be developed and clearly communicated to all faculty employees within the college. If a faculty employee appeals at the college level and is dissatisfied with the decision of the dean, an appeal may be made to the Provost. A faculty appeal committee will be appointed based on advice about the committee composition from the Senate Council. This appeal committee will make its recommendation to the Provost, whose decision will be final. The procedural steps for Provost-level appeals have been posted to the Faculty Advancement website.

2nd and 4th Year Progress Reviews of Probationary Faculty

AR 3:10.B.4 requires mandatory progress reviews of untenured (tenure-eligible) faculty employees in their second and fourth years of probationary service. The policy requires that the unit administrator:

- Consult with the tenured faculty of the review candidate's unit about the individual's progress toward consideration for tenure in terms of the unit's expectations;
- Prepare a written review of the candidate's progress; and,
- Discuss the written review with the individual under review.

The discussions and the written progress review that documents those discussions, along with the reappointment process that operates in tandem with those progress reviews, shall be concluded *no later than* the last day of the individual's appointment contract in the second and fourth years of probationary service. Progress reviews may occur more frequently. The written review shall be sent to the dean of the college and a copy shall be given to the individual under review and one placed in the individual's Standard Personnel File.

2022-23 Calendar for Reviews*

The schedule for the review and evaluation process is as follows:

Fall 2022	Faculty employees undergoing review prepare their materials and submit them to the appropriate educational unit administrator(s).
March 9, 2023	Review completed by college and faculty employees informed of results.
March 30, 2023	Deadline for a faculty employee to appeal at the college level.
April 27, 2023	Appeals at the college level completed.
May 11, 2023	Deadline for faculty employees to appeal to the Provost.

Finally, if there are any aspects of the review process on which you wish additional guidance, please to contact the Office for Faculty Advancement.

*Please note that a small number of colleges employ a fiscal year performance review cycle for faculty. In those instances, please adjust internal deadlines accordingly. In any case, the most recently completed performance evaluation will serve as the performance record when making recommendation for any merit increase.

FERPA & Privacy

Information for Parents/Guardians can be found by clicking here.

FERPA/Privacy

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, is a federal law that protects the privacy and confidentiality of personally identifiable information contained within student education records. The University of Kentucky complies with FERPA's confidentiality protections and adheres to procedures dealing with student education records and directory information recommended by the American Association of Collegiate Registrars and Admissions Officers. This law applies to K-12 as well as postsecondary education.

What are education records?

- Records — handwriting, print, computer, videotape, audiotape, film, microfilm, microfiche, or e- mail — of an institution that
- Contain information directly related to the student and
- Are maintained by an agency or institution or party acting in its behalf.
- Education records do not include:
- Records/notes in sole possession of maker not accessible or revealed to any other person except a temporary substitute
- Medical records
- Employment records when employment is not contingent on being a student, provided the record is used only in relation to the individual's employment
- Records created and maintained by a law enforcement unit used only for that purpose, is revealed only to law enforcement agencies of the same jurisdiction, and the enforcement unit does not have access to education records
- Information on a person that was obtained when no longer a student (i.e., alumni records) and does not relate to the person as a student

Consent for Release of Information on Academic Record and Progress

If you would like your parent or guardian to access information about your academic record and progress, download the Consent for Release form, complete it and submit it to the appropriate office with government issued photo ID that includes your signature.

Directory Information

Under FERPA (federal law), the following items are considered directory information:

- Address

- Telephone listings
- E-mail address
- Photograph
- Major Field of Study
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of Attendance
- Enrollment Status
- Degrees and awards received
- Most recent previous educational institution attended by the student

Documents that list the categories of information designated by the University of Kentucky as "directory information" are:

- Schedule of Classes
- Bulletin
- Registrar's website
- "Directory information" may be made available, without the student's consent, through a variety of ways, including but not limited to the following media:
- The University's online directory
- Telephone or written responses to requests from external/third parties including but not limited to potential employers and/or scholarship agencies
- Announcements released by the Office of University Relations to newspapers in particular students' hometown newspapers
- Announcement of official graduations, which occur at the completion of each semester or term

Annual FERPA Notification Deadline

In order to prevent the "directory information" items listed above from appearing in the University's annual printed telephone directory, students must file a "Request to Prevent Disclosure of Directory Information" (see below) at the time of the annual FERPA notification or by the 15th day of September (or three weeks into the term) during the Fall term. Requests filed after the Fall term deadline may not prevent designated "directory information" from appearing in telephone directories sponsored by the university.

The University of Kentucky assumes that a student's failure specifically to request blocking access to any element of "directory information" constitutes approval for disclosure. To prevent the University from disclosing any "directory information" to third parties, students must sign and file a "Request to Prevent Disclosure of Directory Information" (see below) with the University Registrar, Room 10 Funkhouser Building.

Such requests may be filed at the time of the annual FERPA notification or at any other time during an academic year. The request to prevent disclosure of "directory information" will remain in effect permanently, including after departure from the University, unless subsequently changed by the student. At the time of graduation, students will be given another opportunity to release such "information hold."

To Add a Privacy Flag

To withhold disclosure, a student must:

1. Present a photo ID in person to the Registrar's Office, Student Records, Room 10 Funkhouser Building and
2. Complete a Request to Prevent Disclosure of Directory Information (Privacy) Form (1 page form in PDF file format). The form may be submitted at any time throughout the year and will go into effect immediately.

This suppresses the student's "directory information," which prohibits the institution from supplying the requested information. The Privacy Flag prohibits the University of Kentucky from releasing any information regarding a student's status at the institution. This notation will appear on the record until the student has initiated a request for removal.

Please Note:

If you request a Privacy Flag be placed on your record, then the University cannot acknowledge the fact of your enrollment to anyone who requests verification of enrollment. This would include deferring loan repayments or inquiries from a prospective employer. Please keep this in mind when requesting that a Privacy Flag be placed on your record. If you have any questions, please contact the Student Records Office at (859) 257-7157.

To Remove a Privacy Flag

To remove the privacy request, the student is required to:

1. Present a photo ID in person to the Registrar's Office, Student Records, Room 10 Funkhouser Building and
2. Complete a Privacy Release Form. This will allow the University to release any information deemed "directory information" concerning the student. "directory information" is defined under "Notification of Rights Under FERPA for Postsecondary Institutions."

If you have any questions, please contact the Student Records Office at (859) 257-7157.

Notification of Rights Under FERPA For Postsecondary Institutions

This wording is borrowed from the printed edition of the UK Bulletin.) The Family Educational Rights & Privacy Act (FERPA) affords students certain rights with respect to their education records.

They are:

1. *The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.*

2. *The right to request the amendment of the student's education records that the student believes is inaccurate. Students may ask the University to amend a record that they believe is inaccurate. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.*

3. *The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.*

4. *Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll. [Note: FERPA requires an institution to make a reasonable attempt to notify the student of the records request unless the institution states in its annual notification that it intends to forward records on request. The right to file a complaint with the*
   U.S. Department of Education concerning alleged failures by the University of Kentucky to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

   Family Policy Compliance Office
   U.S. Department of
   Education 400 Maryland
   Avenue, SW Washington,
   DC, 20202-4605

   The University may release information without the student's consent where the information is classified as "Directory information." The following categories of information have been designated by the University as directory information: name, address, telephone listing, e-mail address, place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, full-time/part-time status,** and the most recent previous educational institution attended by the student. Students who do not wish such information released without their consent should notify the Student Records Office in writing and follow the procedures listed here.

Questions

Direct questions concerning this law and the University's policy concerning release of academic information to the Student Records Office: (859) 257-3161.

Office of the Registrar
Student Records
Room 10, Funkhouser Building (I am not sure if this is the most updated form. I thought this was being revised)

Consent For Release of Information on Academic Record and Progress

The Family Education Rights and Privacy Act of 1974, as amended, prohibits postsecondary educational institutions from disclosing the education records of students to most third parties without the student's written consent. The only exception made for the parents of postsecondary students is if the student is a dependent as defined by the Internal Revenue Service Code. Accordingly, the University of Kentucky pro- vides student education records to parents only if: I) The student consents or. 2) The parent demonstrates the student's dependency by providing a copy of one parent's federal income tax return for the current tax year.

This form is for the use by students who wish to voluntarily consent to the release of educational nondirectory information to their parents upon the request of the parent. Undergraduate students who wish to provide such consent should complete this form and bring it to the office of the University Registrar. Graduate students should provide the form to their graduate program records custodian.

Please Note: Even with this consent, information may not be requested via telephone or email. The individual to whom consent has been given may request the information in writing to: Office of the Registrar, Room I 0 Funkhouser Building, University of Kentucky, Lexington, KY 40506. Please sign the request. The request may also be faxed to (859) 257-7160. Upon receipt of the written request, the Registrar's Office may then contact the individual by phone or email, if that is provided.

I ,

(Student's Name) consent to the release of information

on my academic record and progress to ______________________________________

(Full Names or Whomever You Choose)

for the purpose of their general knowledge of my performance. I am not required by law/university policy to give this consent. This consent is voluntary.

Student Signature ________________________ **Date** ____________________________

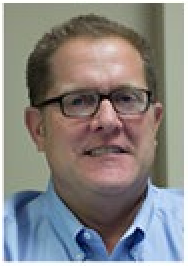
Student ID Number ____________________________

I.T. SUPPORT

WHO ARE WE?

- Jason Harris – Information Technology & Facilities Director
- Christopher Lloyd – Server/Desktop Support
- Evan Martin – Server/Desktop Engineer

Christopher Lloyd



Jason Harris

Evan Martin

HOW DO I REQUEST ASSISTANCE?

1. EMAIL consysaid@gmail.com and state in the email what is wrong with your computer. If it is an emergency please type "emergency" in the subject of the email. (This is the preferred method of opening a help desk ticket.)

2. For issues with facilities email confacility@gmail.com CONIT acts as a liaison with the facilities group. The CONIT group does not perform the actual work to repair any facility issue.

3. UKHC help desk 323-8586

4. Campus Help Desk 218-4357

WHY DO I HAVE TO OPEN A TICKET?

- Work volume cannot be accurately tracked if faculty and staff continue to email, and call support staff directly.
- Category KPI's tracking cannot be accomplished to see precisely what are the top issues faculty and staff are having. If this procedure is followed then we as a team can work to reduce the issues by conducting training, making modifications to systems, etc.
- Staff forecasting is not possible when all work being performed is not logged. (<u>This ultimately impacts all faculty and staff by potentially not having adequate resources.)</u>
- Those who are following the correct procedure by opening a ticket are often delayed by those who are not.
- IT staff are sometimes out of office, or in meetings, and unable to respond to phone calls or email.
- Following this process will ultimately improve your experience with information Technology here at the College of Nursing.

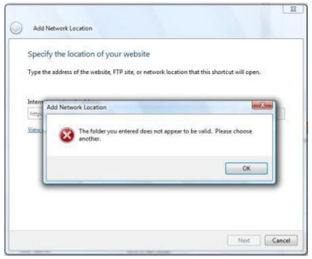
College of Nursing Base I.T. Systems

1. Microsoft Outlook 365 - Email Communication
2. Microsoft Office 365 Suite – Excel, Word, PowerPoint, Access
3. Microsoft Teams – Internal Chat, Collaboration
4. Microsoft One Drive for file sharing and cloud data storage
5. Zoom – Video collaboration and recording (limited access)
6. Microsoft Windows 10 – Base Operating System
7. Printing - Multiple Network Printers available for use

Microsoft®

<u>THINGS YOU CAN DO PRIOR TO OPENING SERVICE REQUEST</u>

1. **<u>"REBOOT"</u>** Many issues you encounter can be fixed by simply "rebooting" your computer. This will many times be the first task the support engineer will perform. We recommend that you reboot your computer at least every 2 days.
2. **<u>"VERIFY"</u>** Verify all electrical connections are established if computer will not power on for use. Also check network connections.
3. **<u>"Document"</u>** If you are receiving any error messages then document the message in the help desk ticket you open. This will aid the support engineer in determining root cause of issue.



FAQ

Q: How do I access my files from a home computer or while travelling with a laptop computer?

A: To access computer systems at the U.K. you will have to utilize Global Protect VPN. VPN allows a "public" computer to gain entry into University Systems. VPN.....Virtual Private Network. A special request form is required for this access. This request form can be obtained by emailing consysaid@gmail.com

Q: Is it possible to check my university email from any computer using a Web Browser?

A: Yes. You can log into your University Email with any computer that has an internet connection. You will need to type the following URL into the web browser.
http://outlook.office365.com

FAQ CONT.

Q: Why do I have to type “MC\username” on some occasions?

A: The University of Kentucky has two domains. The domain names are AD, and MC. AD is the assigned name for campus, and MC is the assigned name for Medical Center. Since the College of Nursing has the potential to handle patient data we reside on the MC domain. The College of Nursing also follows the security practices, from an I.T. perspective, of the Medical Center (MC) domain.

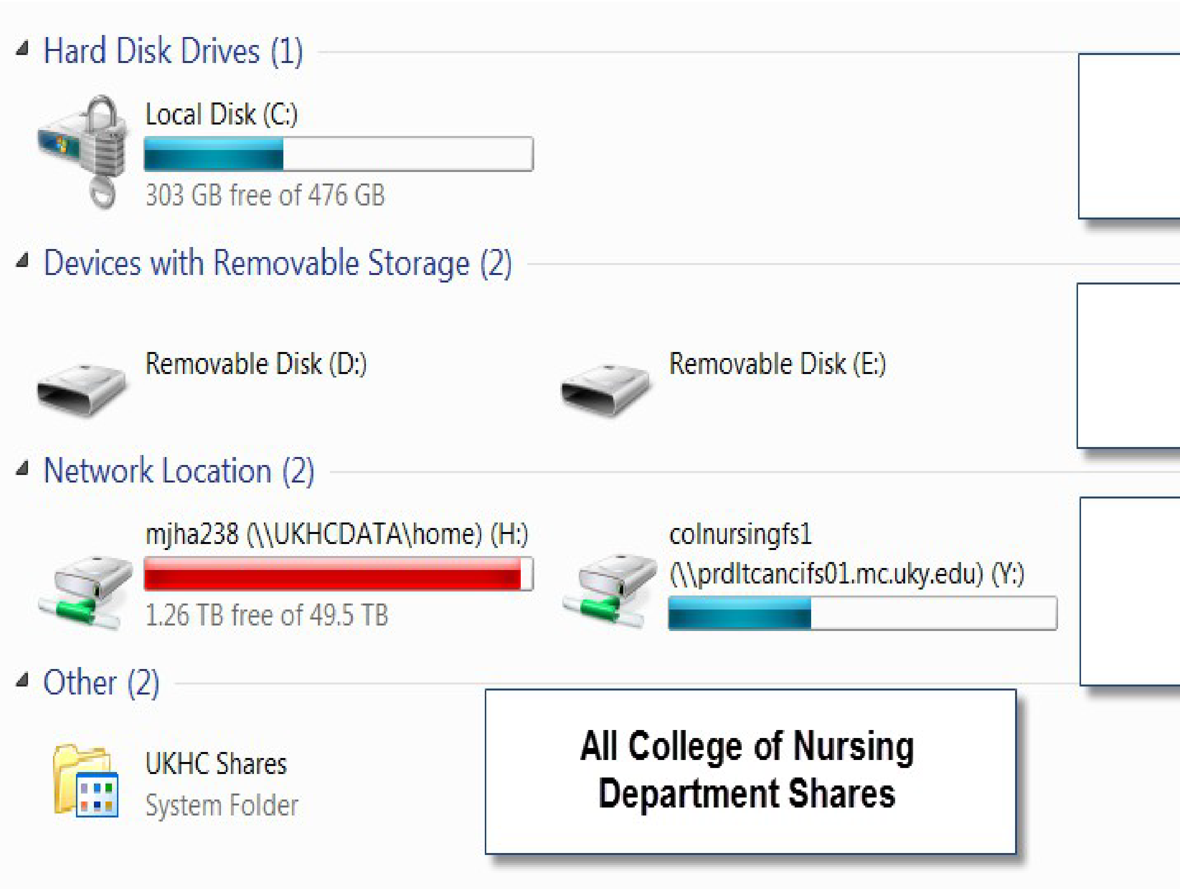
Q: Where can I find additional I.T. related information?

https://its.uky.edu/our-teams/customer-support-enterprise-service-management

FAQ CONT.

Q: What is the difference in my local drive (C:) and my Network Drives?

A: Local Drive is used for housing the operating system (Windows) and for working offline (not connected to network) We strongly recommend any documents to be save directly to your OneDrive: drive as this drive is backed up nightly. If you have a problem with one of these files it can be restored and prevent data loss.



Local Drive

Removable Storage

Network Drive

All College of Nursing Department Shares

SUMMARY

- **Emailing consysaid@gmail.com will provide you the fastest service for all issues with your computer.**
- **If you are unsure if CONIT group supports your issue/question simply email us at consysaid@gmail.com and we will assist in providing you information on how to resolve your issue.**
- **CONIT support is available 8:30 a.m. – 4:30 p.m. Monday thru Friday**
- **For support outside of the 8:30 a.m. – 4:30 p.m. support hours you can call 859-218-4357 for general support or call 859-323-8586 for Healthcare related application issues such as AEHR/EPIC/SCM.**

INSTRUCTIONAL DESIGN

INSTRUCTIONAL DESIGN AND TECHNOLOGY RESOURCES

STAFF

Jesse B. Stallsworth, M.S., QMPR-C, CPER

Director of Instructional Design and Curriculum Development

- jst243@uky.edu
- 606-308-5160
- Primary ID Contact for
- UG Programs
- Appointments

Amanda P. Trent, M.S.Ed.

Instructional Designer

- amanda.trent@uky.edu
- 859-287-4341
- Primary ID Contact for Graduate Programs
- Appointments

CON SYSAID

- **CON SysAid**—A system for requesting IT and instructional design support. Accessible by emailing consysaid@gmail.com

INSTRUCTIONAL TECHNOLOGY RESOURCES

- **Canvas – UK's Learning Management System**
- **Faculty Training and Playground –** a resource hub for all CON faculty
- **Canvas Training—**Reach out to Jesse Stallsworth or Amanda Trent
- **Canvas Support:**
  - Reach out to Jesse Stallsworth or Amanda Trent via CON SysAid during working hours for Canvas support.
    - **After-Hours** Canvas Direct Support
      - 24/7/365 Support
      - Phone: 1-844-480-0838
      - Live chat from the Help button in Canvas

- **Digication** —electronic portfolio tool (used in DNP program and for faculty dossiers),
  - **Digication Key Administrator** – Jesse Stallsworth

- **Zoom—**web conferencing,
  - Zoom desktop client pre-installed on all CON Computers
  - Web access (for settings, etc.) https://uky.zoom.us/
  - **Zoom Support for Meetings** provided by CON IT (consysaid@gmail.com)
  - **Zoom Support for Classes** provided by Instructional Design

Updated – 08/13/2024 – JBS

- **Respondus Lockdown Browser—**Test-taking application that provides automated proctoring and exam integrity solutions to faculty
- ExamSoft/Examplify—Internet-based exam delivery system/testing application,
  - For Problems with ExamSoft/Examplify, contact Jesse Stallsworth or Amanda Trent
- Turnitin— plagiarism detection (Mostly used in conjunction with Canvas assignments.)

ECHO360/TURNING TECHNOLOGIES

- Echo360 Class Capture/Point Solutions Echo360 will allow you to simultaneously record the audio of your lecture, the screen of the computer, and, in some classrooms, the video of the instructor at the podium. This recording can be automated so that it is linked to your Canvas course as soon as the video is finished processing. Please request this via our ticketing system, consysaid@gmail.com

Echo 360 Classrooms close to the College of Nursing	
College of Nursing	**Wethington Building**
NUR 102A	CTW014
NUR 115	CTW216
NUR 201	CTW219
NUR 209	CTW411
NUR 501B	CTW 415
NUR 501C	**Multidisciplinary Sciences**
NUR 502A	MDS 220
NUR 505	MDS 223
NUR 613C (sixth floor Computer Classroom)	**Academic Healthcare**
NUR 625 (sixth floor Computer Classroom)	MN 263, 363, 463

Updated – 08/13/2024 – JBS

- Point Solutions is a student response gathering platform that will allow survey, quiz, and attendance/participation scoring

INTERACTIVE MEDIA AND VIDEO SOLUTIONS

YuJa Media – multi-purpose video capture and storage platform with unlimited storage capacity for video.

Open Broadcaster Software (OBS) – a powerful full recording solution for voiceovers, videos, and other recordings. Used in conjunction with YuJa Media

Articulate 360– course-authoring (CAS) that can create interactive presentations, stand-alone course modules, interactive case studies, etc. To learn more about this platform please email Jesse Stallsworth or Amanda Trent.

OTHER RESOURCES

- **Faculty Media Depot:** -- Located on the 6th floor of the College of Nursing, the Faculty Media Depot provides media and technology support in the creation of courses. Drop-in services video studio recordings, audio, and screen recordings, as well as support with the utilization of media in courses.
- **Center for The Enhancement of Learning and Teaching (CELT)** – Provides course consultation and instructional design services as well as special opportunities for grant funding and professional development. Please notify Jesse Stallsworth before contacting celt for your project.
- **Library**
- **UK Software Downloads** for Faculty and Staff: https://download.uky.edu. Log in using your LinkBlue account. (SAS, SPSS, EndNote, Adobe, VPN, Echo…)
- **MyUK Learning** – Offers many professional development and technology literacy courses.
- **Using Instructional Designers Effectively –** View the Presentation Here

RESOURCES FOR STUDENTS

- DNP Resources:
- RN-BSN Advising and Resource Site
- CON-UG Resource and Handbook Site
- CON Tech Guidelines and Support Resources Document (should be in every syllabus)

College of Nursing

envision engage empower

OFFICE OF NURSING RESEARCH

Dr. Gia Mudd-Martin,
RN, MPH, PhD, FAAN, FAHA

Associate Dean of Research
and Nursing Science
Smith Family Professor of
Nursing Research

Scott Cowherd
Administrative Assistant for
the Office of Research
and the PhD Program

OFFICE OF RESEARCH AND SCHOLARSHIP

Overview: The Associate Dean for Research (ADR) and Nursing Science and the Office of Research support College of Nursing faculty in the development, submission, conduct and publication of research. Listed below are faculty and staff who support research projects.

The Office of Research sponsors two monthly meetings to support research and researchers.

1) The second Wednesday of each month the Seminars for Collaborative Opportunities for Research (***SCORE!***) are held from 12:00pm – 1:00pm. Local and national speakers present topics of interest ranging from innovative research designs to novel statistical methods. Seminars also provide opportunities to spotlight research projects being conducted by faculty and students in the College.
2) The third Tuesday of each month, the Faculty Research Meetings are held from 11:00am-12:00pm. During meetings information on resources that support research and important research updates are provided.

The ADR is available to meet with research faculty one-on-one to discuss emerging research ideas, proposal development, conduct of research projects and manuscript writing. Please contact the ADR directly to schedule an appointment.

MEET OUR TEAM

Gia Mudd-Martin, RN, MPH, PhD, FAAN, FAHA

Associate Dean for Research and Nursing Science, Smith Professor of Nursing Research

Gia.Mudd@uky.edu

(859) 257-4204

As the Associate Dean for Research (ADR) and Nursing Science, Dr. Mudd-Martin works with College of Nursing research faculty from developing research trajectories to facilitating access to support for successful grant applications that ranges from assistance with the development of research proposals, to proposal reviews, to providing access to editing services.

Scott Cowherd

Administrative Assistant for the Office of Research and the PhD Program

Scott.Cowherd@uky.edu

Mr. Scott Cowherd facilitates development and scheduling of Office of Research activities, assists with gathering and maintaining research related records and facilitates researcher access to such resources as the University Collaborative Grant Services (CGS). He facilitates grant submission through maintenance of grant component templates and is a critical resource of support and information for faculty as they develop grant proposals. Scott also supports the Office of Communication with Office of Research updates and provides support to researchers to update evaluation documentation and CVs as well as maintains the schedule of and is responsible for setting and managing appointments with the ADR.

Office of Research Support

TBA

This research office staff member will work closely with College investigators to facilitate research by providing a range of resources and connecting investigators to needed services such as the university Collaborative Grant Services (CGS). They will be responsible for innovative programming to support scientific development. Additionally, the staff member will assist with the collection of grant application materials (*e.g.,* biosketches, resources information, letter[s] of support, letter[s] of intent to collaborate) and will serve as a liaison between researchers and the CGS for pre- and post-award services and with the Business Office to support activities such as hiring of personnel and integration of requisite support services.

Biostatistics, Epidemiology and Research Design (BERD)

The BERD team includes two PhD trained statisticians who work with CON faculty and graduate students on nearly every stage of the research process, including project and survey design, database management and summary score creation, data analysis and interpretation, and preparation and dissemination of findings in oral and written forms.

Mary Kay Rayens PhD
Professor
mkrayens@uky.edu
(859) 323-6172

Amanda Wiggins PhD
Lecturer
atwiggins@uky.edu
(859) 323-6621

Editing Services

Editing services are provided by **Dr. Jackie McGrath, RN, PhD** (jmc414@uky.edu), a PhD prepared faculty member who supports our faculty on an as-needed basis. Dr. McGrath has extensive experience and expertise both in research and publication. While her services are available on a first-come, first-serve basis, priority is given to new investigators and full-time faculty in need of support for promotion and tenure. To request services, submit your request through REDCap at https://redcap.uky.edu/redcap/surveys/?s=MWY8YAJMXLAE477P

GRANT SUBMISSION FAQS

How do I find support for my research/research training?

Please contact Dr. Mudd-Martin to discuss your research interests and to develop strategies for considering funding opportunities.

There are many external and internal funding sources available to investigators. The U.S. Department of Health and Human Services (DHHS) is the managing partner of Grants.Gov, a website dedicated to locating federal funding opportunities. As noted on the Grants.Gov website, "Grants.Gov is a central storehouse for information on over 1,000 grant programs and provides access to approximately $500 billion in annual awards." All discretionary grants by the 26 federal grant-making agencies can be accessed from this site.

In addition to federal funding, a plethora of foundations across the country offer funding opportunities (i.e., grants or fellowships). A few examples of foundations are the Robert Wood Johnson Foundation, Commonwealth Foundation and W.K. Kellogg Foundation. We recommend searching a foundation's website to learn about the organization, the type of funding/fellowship(s) it may provide and whether it accepts applications. Another source of information is the Foundation Center's Foundation Finder tool. This tool offers basic information on grant-makers in the U.S., including private foundations, community foundations, grant-making public charities and corporate giving programs.

We suggest you visit UK Proposal Development Office's website (https://www.research.uky.edu/proposal-development-office) to complete the Funding Search Form. The Proposal Development Office will, in turn, identify potential funding sources.

With respect to internal funding, check UK's Research Support Guide for internal research support opportunities. UK's Center for Clinical and Translational Science also offers various funding opportunities for investigators, ranging from Pilot Grant Funding Opportunities to Junior Faculty Career Development Awards.

How do I decide if I am ready to submit a grant application?

Carefully review the funder's grant guidelines and deadline date. Can you write the science component within the timeframe? Can you secure the necessary support, such as equipment, facilities, collaborators and letters of support? Do you have requisite skills to conduct the research? Do you have preliminary data to support the feasibility and viability of your idea?

A good first step would be to share your research idea/hypothesis with Dr. Mudd-Martin who will discuss your idea with you as well as the funding sources you are considering or that you may want to consider. If you have already identified a funding announcement or source, when you contact Dr, Mudd-Martin, please provide the name and announcement number of the grant as well as the grant mechanism you are considering or, for a non-federal grant, please provide the name of the foundation or organization. Dr. Mudd-Martin will also discuss next steps with you such as the possibility of contacting the funding organization's program officer to obtain his/her feedback on your concept and/or speaking with a past grantee who could also be informative.

Dr. Mudd-Martin will be available to continue to meet with you as you develop your proposal. She or a staff member in the Office of Research can discuss with you and facilitate access to needed resources such as editing services.

You can also visit the Collaborative Grant Services (CGS) website during this initial phase to become familiar with services offered (https://www.research.uky.edu/collaborative-grant-services). Across the top of the webpage, you will find links to information about the services provided. It is suggested that you spend some time reviewing and becoming familiar with the information provided.

I have decided to submit a grant. How do I get started?

Congratulations on your decision to submit a grant! To start your proposal submission, you will need to submit a Proposal Initiation Form (PIF) to the CGS. The link to submit a PIF is available at https://www.research.uky.edu/collaborative-grant-services/proposal-initiation. At the end of the PIF, you will be asked for the name and contact information of others who should be included in communications regarding your grant submission. Please be sure to include Dr. Mudd-Martin (Gia.Mudd@uky.edu) as she will need to sign off on any grant submission and ensuring that she is aware from the beginning is the best way to secure a timely response.

A member of the CGS pre-award staff will set a meeting with you to discuss and plan for such aspects of submission as funder deadline dates for the proposal; UK requirements (e.g., Conflict of Internet [COI] form, e-IAF form); components of the proposal; budget; letter(s) of support; other entities/organizations involved; and next steps in the process.

The Office of Research staff can provide you with draft templates of select documents such as examples of budget justifications, biosketches, and facilities and resources pages. If this is your first time submitting a grant application, we will work with you to guide you through the entire proposal development process.

Can I get help writing my grant application?

This is a topic that can be addressed during your initial meeting with the team. While ultimate responsibility will rest on the individual investigator, we want to enable you to focus on writing the science. We are here to help you with other components of the application.

Do I need to submit a letter of intent (LOI)?

Certain grant applications require an LOI. While it is not mandatory, we encourage investigators to submit an LOI. The LOI deadline date, if applicable, will be discussed during the initial meeting between the PI and the grant research team.

How will I know what information should be contained in a grant submission?

Carefully review the funder's grant guidelines. Public sponsors usually require full proposals that range from 15 to 100 pages and contain such sections as a cover letter, title page, abstract, introduction, need/problem, objectives, methods, evaluation, dissemination, budget and appendices. In contrast, private sponsors often require a letter proposal, a brief two- to five- page document in letter form that concentrates on the problem and solution, sustainability of the effort after funding ceases, and evaluation.

Are sample funded grants available to review?

Several examples of full proposals can be found on the NIH website. Additionally, we are working to post sections of funded grants on an accessible location housed on the CON Office of Research website. We will be sure to notify everyone when this resource is available. We can also share components of other PI's grants with you to help you with your grant writing process.

When your proposal is funded, celebrate and let Dr. Mudd-Martin know as soon as possible, Our office will work with you to support the successful implementation of your project and serve as a liaison with the Business Office. If your proposal was not funded, ***do not take it personally***. Consider the feedback carefully (you may need to contact the funding source to obtain feedback). Contact the funding source to discuss options for submitting a revised application. Share your feedback with Dr. Mudd-Martin and/or your peers and consider what revisions would best address the concerns that were identified. Continue to scan the environment for new funding opportunities. Persistence is a virtue in the grant world.

College of Nursing

envision engage empower

ADMINISTRATION

Lisa Galvin,
Executive Assistant to the Dean

- UKHC Corporate Compliance, HIPAA, and IT Security for New Employees Web-Based Training
- CON Mission, Vision, Values Statement
- Emergency Notification – Complete this form and email to Cynthia Fentress at cynthia.fentress@uky.edu
- UK Alert

UKHC Corporate Compliance, HIPAA, and IT Security for New Employees

- **Go to myUK**
- **Employee Self Service**
- **Employee Services**
- **myUK Learning**
- **Under myUK learning Click on "Click this link to access myUK Learning"**
- **Click on "View my Learning"**
- **Under "Find Learning" Type in "UKHC Corporate Compliance, HIPAA, and IT Security for New Employees v2"**
- **Click on Course Title**
- **Click on "Start Course"**
- **Click on "Launch"**
- **Click on "Launch Content""**
- **Course begins (slides and voice over)**
- **When finishing the module click "X" in the upper right hand corner and wait several seconds. By listening to the module from start to finish it will merely congratulate you on taking the course and give you the option to click on "Print Certificate". No testing is required.**
- **Once you Print the certificate save it to your hard drive and email Cynthia Fentress at cynthia.fentress@uky.edu**

Values Statement for a Healthy Learning and Working Environment

By creating and sustaining a healthy learning and working environment at the University of Kentucky College of Nursing, we will ensure a high level of professionalism, civility, and caring among students, staff, and faculty.

The following are values and normative behaviors that students, staff, and faculty are expected to exhibit to promote a healthy learning and working environment at the University of Kentucky College of Nursing. This applies to interactions between and among students, staff, and faculty to foster optimal learning and professional development.

College of Nursing Mission

The mission of the University of Kentucky College of Nursing is to promote health and well-being through excellence in nursing education, research, practice, and service while fostering diversity and inclusion.

Our Vision

The College of Nursing will be one of the nation's top nursing programs in education, research, practice, and service.

Values

U Unique and innovative contributions to health care
K Knowledge and evidence-based practice
C Collaborative and diverse learning environments
O Open and respectful relationships
N Nursing leadership and recognition

Respect and Appreciation

The College of Nursing welcomes and embraces differences in ethnicity, race, culture, age, gender, sexual orientation, religion, role, socioeconomic status, and perspective. In a culture of civility, mutual respect and appreciation characterizes all relationships within our community. Students, staff and faculty alike:

- Demonstrate appreciation and respect for all individuals.
- Recognize and acknowledge excellent efforts and accomplishments in academic, clinical, and community settings.
- Exhibit consideration and understanding of each other's personal backgrounds.
- Maintain trust and right to privacy by keeping confidences and not passing along gossip.
- Give full attention to others (i.e. during classes, meetings, clinicals and labs) by not multi-tasking with other unrelated activities.

Integrity

We value actions and words that demonstrate authenticity and veracity. Students, staff, and faculty alike:

- Exhibit tolerance for others.
- Demonstrate utmost integrity through words and actions that reflect honesty, empathy, compassion, and beneficence.
- Exhibit accountability by doing what we say we will do.
- Conduct ourselves professionally with an attitude of receptivity and trustworthiness.

Communication

We are committed to open, positive, constructive and timely communication. We recognize that communication encompasses many formats (e.g., in-person, electronic, written). Students, staff, and faculty alike:

- Communicate openly, truthfully, and directly with one another in a timely manner, allowing for honest dialogue and feedback.
- Express ourselves using thoughtful and considerate language, tone and behaviors.
- Listen actively and respectfully to different viewpoints, remaining receptive to hearing differences in opinions and perspectives.
- Respond thoughtfully and respectfully to questions and comments.
- Recognize that anything transmitted via the internet (e.g., email, social media) could become public knowledge.
- Remain calm and professional during conflict, focusing on the issue in a constructive and timely manner.
- Provide thoughtful evaluation and critique that highlight strengths and areas for improvement in a balanced, caring, and respectful way.
- Receive constructive feedback with openness in the spirit of improvement.
- Maintain privacy when using online communication in accordance with CON and UK online and social media guidelines (see Administrative Regulation Administrative Regulation 10:4 (uky.edu).
- Convey a positive image of the University of Kentucky with public and online activities.

NOTE: Civility is defined as formal politeness and courtesy in behavior, speech, and written communications which respect the dignity of others and is consistent with professional standards (see 2021 AACN Essentials The Essentials: Core Competencies for Professional Nursing Education aacnnursing.org [Domain 9, Professionalism, page 49-52]; and 2015 ANA Code of Ethics View the Code of Ethics for Nurses | ANA (nursingworld.org) [Provision 1.5, Relationships with Colleagues and Others])

Revised, Faculty Council, 04/20/15 Approved by Faculty, 05/13/15
Revised hyper-links, 07/29/24

UK ALERT FAQS

What is UK Alert?

UK Alert is the university's emergency notification system intended to inform the campus community in the event of an emergency. Messages can be sent via text messaging, email, and phone calls.

Why should I sign up?

UK Alert allows you to decide how you want to receive emergency notifications about situations occurring on campus. You may enter multiple devices (landline, mobile phone, e-mail) on which to receive notifications.

How do I sign up?

UK students, faculty, and staff are automatically signed up with their official university e-mail address. To add other notification devices (mobile phone, alternate e-mail) simply log-in to **myUK** and click the UK Alert tab. You will see your information and be able to make any changes you would like. If you are a parent, visitor, media member or other interested party, go here to reach the sign up page. Once you have created a username and password, you can log into the system any time you need to update or add information.

Will my information be kept private?

Yes, the information that you put into the UK Alert system is private and will not be shared with anyone.

When should I expect to receive notifications?

You will receive at least two test messages a year. These will allow us to ensure the system is functioning properly and users are receiving the messages. Other than those test messages, UK Alert will only notify you when there is a disruption to normal campus operations or an immediate threat to the health and safety of the campus community. This could include but is not limited to: an explosion, bomb threat, fire, hazardous material release, hostage incident, active aggressor incident, structural failure, tornado warnings, campus closure or delayed opening, etc. You will NOT receive campus event announcements, class reminders, advertisements, or "SPAM" type messages.

How will I know when the call is from UK Alert?

- Phone calls (mobile or landline) from UK Alert will show the number: **859-257-9000**
- Text messages will come from a **5 digit short code** and will be different from alert to alert.
- E-mails will come from the address: **cmp@uky.edu**

Simply save this information to your mobile phone and e-mail address books as UK Alert and “UK Alert” will automatically display it is an urgent message.

What will UK Alert messages look like?

UK Alert messages will be short and to the point. A text message or e-mail may look like this:

URGENT! The National Weather Service has issued a TORNADO WARNING for the Lexington area until 0150. Please seek shelter immediately! Repeat, TORNADO WARNING, seek shelter immediately!

What is the difference between a UK Alert notification and a campus crime bulletin?

- UK Alert notifications will only be issued when **immediate action is required by the recipient**, such as the need to seek shelter immediately, or when there is a significant disruption to campus operations such as a delay due to inclement weather.
- Campus Crime Bulletins are issued when a crime has occurred that represents a threat or on-going danger to the safety of the campus community. Immediate action is not necessarily required by the recipient, but the information contained in the Crime Bulletin is still deemed important and pressing. Crime Bulletins are also prevention oriented and meant to remind or educate the campus community of specific events or trends that may assist in preventing further occurrence of a crime. They are issued via broadcast emails, posted on the UK Website, provided to local media and flyers are printed and distributed throughout campus.

Is it possible to set-up my UK Alert account so that I only receive notifications during normal business hours?

- No, if you do not want to receive alerts when you are not on campus or when you may be sleeping, our suggestion is to carefully choose which devices you register. For instance, if you work on campus and don't want to receive alerts when you are at home, you should only register your work phone number and/or e-mail to receive alerts.
- It should be noted that the UK Alert team recommends that each user register multiple devices as we cannot predict when an emergency may occur and what communication carriers may/may not be fully operational at the time. Additionally, there may be times when you would want to be notified of an incident prior to arriving on campus.
- As a reminder, UK Alert will only be utilized to send a notification when there is a disruption to normal campus operations or an immediate threat to the health and safety of the campus community.

I registered my mobile phone in UK Alert so that I could receive phone calls, but I am receiving text messages instead. Why is that?

Any number listed in the "mobile contacts" field will automatically receive a text (SMS) message with the option to also receive a phone call. If you would like to receive a phone call ONLY, delete your number from the "mobile contacts" field and list it instead in the "Voice Only Line Contacts" field.

I would no longer like to receive UK Alert notifications. How do I remove myself from the system?

Simply log into UK Alert (students, faculty and staff do this via myUK, all others may go here). Go to the "My Accounts" page, click "edit profile" and then click the "delete account" button at the bottom of the screen.

Crisis Management and Preparedness
Emergency Response Guide
Breadcrumb

- Home
- Divisions
- Crisis Management and Preparedness

Emergency Preparedness and Response Information
In any emergency, you are responsible for your safety. Think now about what you will do so you can take swift, decisive action when the time comes. The following information is intended to guide you in likely emergencies but cannot take all possibilities into account. If an emergency occurs during class, your instructor will provide further direction based on university and department emergency plans.
Learn More About Being Prepared

Storm Sheltering/Sheltering in Place
During a severe storm, protect yourself from lightning and flying debris. Move to an interior room or hallway on the building's lowest level. Avoid outside doors and windows. Recommended shelter locations are marked on the emergency floor plans posted throughout the building. If a hazardous chemical release occurs outside the building, follow these same procedures. Shut all exterior doors and windows. Isolate yourself from outside air.
View UK's severe weather procedures

To Report an Emergency or Suspicious Activity
Call the University of Kentucky Police Department at 859-257-8573 (UKPD) from any mobile phone. If the line is unavailable or you are calling from another university location, dial 911.

Evacuation/Fire
We will always evacuate for a fire alarm or when university officials order us to do so. Gather your personal belongings quickly and move to the nearest exit. Evacuation routes are marked on the emergency floor plans posted throughout the building. If a hazardous chemical release occurs inside the building, follow these same procedures.

Active Shooter/Violence
In an active shooter situation or other attack, run – get away from the attacker. If you can't run, hide – barricade yourself in a safe place. If neither of these is possible, fight – do whatever you need to do to stop the attacker.

UK Alert
The university provides emergency notifications through UK Alert, which broadcasts to email, text message, building alarm systems and outdoor sirens. If you receive a UK Alert message during class, notify your instructor and classmates immediately. Visit UK Alert for more information.

About CMP
University of Kentucky created a Division of Emergency Management in August of 2004. It later expanded in November of 2011 to Crisis Management and Preparedness. The CMP Division is a branch of the University of Kentucky Police Department and works closely with other campus departments.

REPORTING DEAN REVIEW

University of Kentucky
Office of the Provost
105 Main Building
Lexington, KY 40506-0032
P: 859-257-2911
www.uky.edu

M E M O R A N D U M

To: Deans, Chairs and Directors

From: Robert S. DiPaola, M.D.
Acting Provost

G. T. Lineberry, Ph.D.
Associate Provost for Faculty Advancement

Subject: Information to Share with New Faculty

Date: September 20, 2021

As we progress through a new academic year during unprecedented times, it is important that new faculty receive a thorough orientation to the university's rules and regulations. Please ensure that this memo is shared with all new faculty employees within your unit.

Within one month of the beginning of an individual's faculty employment, 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; and
- the *Student Rights and Responsibilities*.

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 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.

cc: President Eli Capilouto

RSD/gtl/ac

College of Nursing Advising Philosophy

Under normal circumstances, faculty and staff advisors will acknowledge receipt of an advisee inquiry within 2 business days. Important aspects of the faculty/staff advising role include:

1. Guiding the student through his/her program of study and completion of graduation requirements.
2. Referring the student to resources as needed and/or requested.
3. Supporting the student through mentorship, including healthy self-direction in all aspects of the academic environment.
4. Promoting personal, professional and intellectual development and academic excellence, including encouraging self-directed learning.
5. Evaluating student progress in meeting requirements of the program.
6. In collaboration with course faculty, fostering professional and academic accountability.

Important aspects of the advisee role include:

1. Abiding by the University of Kentucky Health Care Colleges Code of Student Professional Conduct.
2. Actively engaging in advising and learning process.
3. Keeping the advisor apprised of personal challenges that are, or may, impact his/her academic performance.
4. Seeking support when needed.
5. Reading and responding, as appropriate, to all programmatic communication in a timely manner.
6. Utilizing the student handbook.
7. Scheduling and keeping appointments with advisor throughout semester.
8. Evaluating the advisor as requested.

Approved by College of Nursing faculty 11/21/08.

University of Kentucky
Office of the Provost
105 Main Building
Lexington, KY 40506-0032
P: 859-257-2911
www.uky.edu

M E M O R A N D U M

To: Deans, Chairs and Directors

From: Robert S. DiPaola, M.D.
Acting Provost

G. T. Lineberry, Ph.D.
Associate Provost for Faculty Advancement

Subject: 2021-2022 Faculty Performance Review: Second Year of Biennium

Date: September 20, 2021

Please forward this memorandum to all full-time faculty employees in your unit.

The evaluation of faculty performance is one of the most important activities that educational unit administrators, working in close collaboration with deans and others, are asked to undertake. The purpose of the Faculty Performance Review is to provide guidance for continuing and meaningful faculty development and advancement. When done properly, the evaluation process is an effective means of communicating expectations, enhancing faculty productivity and acknowledging and rewarding accomplishments, as well as identifying and dealing with performance-related issues in the spirit of continuous improvement. In addition, faculty performance reviews are an important source of information for promotion and tenure reviews. *Administrative Regulation 3:10* ("Policies for Faculty Performance Review") enumerates the policies and procedures for conducting performance evaluation of faculty at the University of Kentucky. This memo provides a brief summary of those policies and procedures.

Which faculty cohort is being reviewed this year?

This being the second year of the current biennium, all full-time faculty employees across all title series shall undergo faculty performance evaluation, **except** tenured faculty and Senior Lecturers in those colleges that conduct biennial reviews of those faculty. All full-time faculty employees in their first year of service at the University of Kentucky must also undergo faculty performance review this year, independent of their title series, academic rank, or tenure status.

If agreed to by mutual consent of the dean and a faculty employee on a terminal contract in one of the tenure-ineligible title series, a faculty performance review *may* be conducted, but it is not mandatory.

Exceptions to these performance review policies will apply in cases of (1) tenured faculty employees who will retire before or at the end of the current fiscal year, and (2) non-tenured faculty employees whose appointments will not be renewed. Faculty employees on out-of-state assignments in international or other programs shall be evaluated for purposes of performance review based on their performance and accomplishments in assigned areas of activity in accordance with *AR 3:4*.

All educational unit administrators who have faculty on Phased Retirement shall take steps to ensure that those individuals are meeting or exceeding their unit's performance expectations in their areas of assignment; however, formal faculty performance evaluation for faculty on Phased Retirement is not mandatory.

How are faculty who have joint appointments evaluated?

For a faculty employee with a joint appointment, where the secondary assignment comprises twenty percent (20%) or less of the individual's total Distribution of Effort (DOE), the unit administrator of the department, school, graduate center or college in which the faculty employee has a primary appointment will evaluate the performance of the faculty employee, with input from the unit administrator of the secondary unit. If a faculty employee's secondary assignment comprises more than twenty percent (20%) of the individual's total DOE, the unit administrators of each unit will evaluate the faculty employee's performance.

How are faculty associated with multidisciplinary research centers and institutes evaluated?

Faculty employees whose assigned DOE in a multidisciplinary research center or institute is greater than twenty percent (20%) shall have the activity performed in the center or institute evaluated by the educational unit administrator of that unit. The unit administrator of the center or institute shall report the merit score(s) to the unit administrator of the individual's primary unit. In cases where a faculty employee performs assigned DOE duties in a multidisciplinary research center or institute totaling twenty percent (20%) or less DOE, the individual's primary unit administrator will evaluate the activity performed in the center or institute with input from the educational unit administrator of the secondary unit.

What policies and procedures inform the faculty review process?

Deans and educational unit administrators can help ensure the integrity of the performance review process by clearly communicating to faculty specific university and college polices that inform the faculty performance review process. Below is an overview of the salient university policies on faculty performance review.

Faculty performance shall be evaluated across all areas of assigned activity as recorded in the DOE agreement applicable to the review period. Faculty activity is broadly defined and includes: [1] instruction (e.g., teaching and advising); [2] research and/or other appropriate forms of creative activity; [3] service (includes service to the public, service to the profession, service to the institution, patient care unrelated to instruction, and other appropriate outreach activities); [4] administration; and [5] professional development.

Each faculty employee under review is responsible for preparing a summary of professional accomplishments in each area of assigned activity; where teaching has been assigned, the faculty employee will also prepare a teaching portfolio. This may be a traditional teaching portfolio as described in Appendix I of AR 3:10, or may be a more truncated version that includes student appraisals for courses taught, peer faculty appraisals, and a brief narrative summarizing instructional efforts for the review period. Results of the evaluation will be communicated in writing to the faculty employee by the chair or director, and to the dean.

Reviews are to be based on the composite DOE across the review period performed by the faculty employee in each area of assigned activity. Quantitative and qualitative information will be used and explained in making judgments about performance.

The evaluation instrument or forms that are used in each college are to be developed by the dean of the college and must involve consultation with an appropriate faculty governance body. Letter, numerical, or descriptive designations may be used in the evaluation instrument, but the rankings must clearly recognize at least three performance designations: outstanding, good or satisfactory, and unsatisfactory. Evaluators are expected to be both fair and constructive. Evaluations must contain sufficient written commentary to explain the assigned ratings, especially in areas of activity in which a faculty employee has received a rating below good or satisfactory.

It is also expected that the unit administrator will consider input from students, colleagues and administrators in determining merit ratings, consistent with AR 3:10, while holistically considering the added contributions to diversity, equity, and inclusion the faculty member's lived experience may bring. For best practices in this regard, contact the Office for Faculty Advancement.

The unit administrator will recommend a merit rating for each faculty employee consistent with the rating scale adopted by the college for each area of assigned activity. A composite merit score shall be calculated by the unit administrator and recorded on the merit report for each faculty employee reviewed in the unit. An individual's composite merit score is calculated by multiplying the merit rating assigned to an area of activity by the DOE percentage apportioned for that area of activity. The product of a merit rating for an area of activity multiplied by its DOE percentage is the *merit score* for that area. The *composite merit score* is the sum of those discrete merit scores. A dean may implement a college-wide practice of rounding all composite merit scores to the nearest integer.

How is disruption from the pandemic considered in the Performance Review process?

While we continue to serve our myriad stakeholders during the pandemic, it is vitally important that we strive for continuous performance improvement. A valuable approach to enhance the growth and development of our faculty is to conduct meaningful, fair, and thorough reviews, following established policies. Although we are mandated by our University regulations (AR 3:10, AR 2:1-1, among others) and therefore regional accreditation standards to conduct these reviews, it is obvious that the COVID pandemic disruption has altered each faculty member's goals for the past performance period. Therefore, our practices will need to reflect the reality of what the global pandemic has caused.

By listening to our faculty, our faculty leaders (both within the University Senate and faculty administrators), my Chief Academic Officer peers, and national higher education forums, I am urging deans, associate and assistant deans, and chairs and directors responsible for faculty merit reviews to consider adopting all or most of the following recommendations:

- Consider inclusion of a personalized "COVID Pandemic Impact Statement" into all faculty member's performance evaluation documentation. This will assist faculty members' explanations of how their work had to be shifted and adjusted to respond to the work demands during COVID.
- Carefully consider the required performance review inputs from students, colleagues, and administrators, as required in AR 3:10.
- When possible, assist faculty members in constructing their performance review materials by providing unit records through database management tools and resources, minimizing faculty members' documentation requirements.
- Enhance the use of alternative measures/evidence of teaching excellence into faculty members' teaching portfolio (e.g., peer evaluation, innovations in teaching, samples of graded student work, efforts to serve students during the pandemic, metrics on achievement of student learning outcomes, later student success).

- Pay special attention to the fair, consistent, and compassionate evaluation of non-tenure track and non-tenured faculty, as it is of utmost important that these faculty members, above all others, have no gap in their performance evaluation record.
- In the evaluation itself, focus on flexibility, creativity, fairness, equity, and compassion exercised under the pandemic period, with due consideration to the work that has been accomplished rather than the work that was delayed or not yet fully realized.
- Maintain a point-of-view of post-pandemic work so as to set up the faculty member for long-term professional success.

The Appeal Process

All faculty employees are provided the opportunity to file a formal performance review appeal with the college dean. The appeal may be based on a claim of procedural error and/or contested merit score(s) in the faculty employee's performance review. Procedures for college-level faculty appeals should be developed and clearly communicated to all faculty employees within the college. If a faculty employee appeals at the college level and is dissatisfied with the decision of the dean, an appeal may be made to the Provost. A faculty appeal committee will be appointed based on advice about the committee composition from the Senate Council. This appeal committee will make its recommendation to the Provost. The Provost's subsequent decision will be final. The procedural steps for Provost-level appeals have been posted to the Faculty Advancement website.

2nd and 4th Year Progress Reviews of Probationary Faculty

AR 3:10.B.4 requires mandatory progress reviews of untenured (tenure-eligible) faculty employees in their second and fourth years of probationary service. The policy requires that the educational unit administrator:

- Consult with the tenured faculty of the review candidate's unit about the individual's progress toward consideration for tenure in terms of the unit's expectations;
- Prepare a written review of the candidate's progress; and,
- Discuss the written review with the individual under review.

The discussions and the written progress review that documents those discussions, along with the reappointment process that runs in tandem with those progress reviews, shall be concluded *no later than* the last day of the individual's appointment contract in the second and fourth years of probationary service. Progress reviews may occur more frequently. The written review shall be sent to the dean of the college and a copy shall be given to the individual under review and placed in the individual's Standard Personnel File.

Administrative Regulation 3:14

Responsible Office: Executive Vice President for Health Affairs

Date Effective: 7/1/2009

Supersedes Version: 4/30/2002

Practice Plans for Health Science Colleges and University Health Services (Approved by the Board of Trustees)

I. Introduction

This Administrative Regulation authorizes faculty practice plans ("Plan(s)") for all University health science colleges, currently the Colleges of Dentistry, Health Sciences, Medicine, Nursing, Pharmacy, Public Health, and the University Health Services ("college(s)"). This Administrative Regulation establishes the base plan (i.e. minimum requirements) for the Plan. Each college will complete an addendum ("College Addendum") to describe the details for the college's individual Plan and to identify any differences from the basic plan requirements. Each College Addendum shall be the same or substantially the same as the template attached hereto as Appendix "A" and incorporated by reference herein. This Administrative Regulation, along with each College Addendum, constitutes the complete Plan for each college or service.

Authority to approve College Addenda is hereby delegated jointly to the dean of each respective college, the Provost, and the Executive Vice President for Health Affairs (EVPHA).

The purpose of the Plan is to facilitate proper functioning of the instruction, research, and service programs of the University, consistent with the integrity and responsibilities of the University. Income generating activities of the members of the Plan that relate to their professional expertise or credentials are facilitated by their employment at the University. The Plan is created to ensure accountability and legal compliance of these activities. The operation of the Plan shall be evaluated periodically with the underlying principles hereinafter set forth as guides.

This Administrative Regulation supersedes and takes precedence over any other regulations related to professionally generated income provided by a faculty member in any of the health science colleges for such income that is determined by the college to be included in the Plan. Except for reporting and disclosure obligations set forth in Section XI of this regulation, professionally generated income determined by a college not to be part of the Plan, as well as University-approved entrepreneurial activities and royalties associated with income from intellectual property, shall be governed by applicable University regulations or policies. (See AR 3:9 and AR 7:6).

II. Scope

A. The Plan establishes policies and general procedures relating to compensation for services rendered by all members of the Plan, regardless of specialty. Members of the Plan shall include all faculty employees in all title series, regardless of period of appointment, and physicians employed by University Health Services, unless otherwise determined by the college. For purposes of this regulation, the term "faculty" includes physicians employed by University Health Services. The only exception will be those faculty members who were at the University at the time the prior Plan for his or her college was originally established and chose not to join. Individuals in non-faculty positions or staff in adjunct faculty appointments may not be members of the Plan.

B. The Plan is applicable to all services provided by Plan members incident to the care of patients and to all other activities which are a part of the health care programs of the University. Such services and activities include compensation, income and payments (direct or in kind, and whether characterized as fees, retainers, or otherwise) for professional services rendered or to be rendered, including, but not limited to, those relating to: (a) the diagnosis, treatment, and evaluation of patients; (b) the provision of therapeutic products for patients or others; and, (c) consultation with patients. Additional income to be included in the Plan may be determined by each college in its College Addenda.

C. Royalty income or other compensation resulting from intellectual property owned and licensed by the University is exempt from the Plan as it is addressed by Administrative Regulation 7:6. University-approved entrepreneurial income is exempt from the Plan.

D. Any professionally generated income that is not included by a college in its Plan is governed by AR 3:9, Faculty Consulting and other Overload Employment.

III. Definitions

A. Fund

The Fund means the Fund for Advancement of Education and Research in the University of Kentucky Medical Center, a non-profit corporation organized in 1959 under the laws of Kentucky to promote, advance, and support the educational, research, and other purposes of the University of Kentucky Medical Center. The Fund shall be the Fiscal Entity for each Plan, unless otherwise specified in an individual College Addendum.

B. Board of Directors of the Fund

The Board of Directors of the Fund means the Board of Directors of the Fund for Advancement of Education and Research in the University of Kentucky Medical Center. The Board of Directors of the Fund shall include representation from each Plan for which the Fund serves as Fiscal Agent.

C. Practice Plan Committee

The Practice Plan Committee means the committee as provided in Section X of this regulation.

D. Division or Department

The Division or Department means all approved divisions or departments in which the Plan members are employed.

E. Plan Services Account

The Plan Services Account means that separate depository account to be established as provided in Section VI and VII of this regulation.

F. Board of Trustees

The Board of Trustees means the Board of Trustees of the University which by law is the governing board of the institution.

G. Fiscal Agent

The Fiscal Agent shall be the 501(c)3 Corporation maintaining the funds of each Plan.

H. Billing Entity

The Billing Entity shall be that organization billing third parties for services rendered which are subject to each Plan.

I. Plan Member Documents

The Plan Member Documents mean the documents by which members are enrolled to bill for services subject to each Plan.

J. College Addendum

The College Addendum means the document, approved as an addendum to this regulation, by which the college may add more detail or certain options not specified herein.

IV. Underlying Principles

A. Clinical services are provided by the University's health care programs because they are essential to the instruction, research and service missions of the University, and to the proper use of the facilities and professional skills, and to reinforce health care resources in local communities throughout the Commonwealth.

B. The kinds and volume of services provided shall be determined by the needs of the instruction, research, and service missions of the University. Income derived from the provision of patient care is essential to carrying out these missions and in this sense is properly considered an appropriate product of their operation.

C. Patient care facilities shall be used exclusively for activities which are part of the University's instruction, research, and service programs.

D. The professional interests of Plan members should be concentrated in academic activities. Arrangements creating financial incentives for Plan members that would tend to inappropriately divert or dilute their concentration on instruction, research, and service program responsibilities are not consistent with the mission of the University.

E. Each Plan member can rightfully expect:

1. Facilities, materials, and support needed for instruction and research;

2. Opportunity to maintain and develop clinical skills;

3. Compensation for work on a basis which recognizes the Plan member's responsibilities, competence, and productive effort and which is reasonably in line with compensation which the faculty member could obtain elsewhere in an academic environment; and,

4. Professional liability coverage, to the extent legally permissible, through the University's self-insurance program for clinical activities conducted in accordance with and accounted for through the Plan. The definition of "clinical activities" for coverage purposes shall be set, from time to time, by the UKHealthCare Risk Management Committee or its successor in responsibilities.

F. It is the University’s responsibility to assure that the level of compensation for Plan members is competitive with other nationally-recognized academic medical centers and adequate to attract and maintain a strong, competent faculty. Responsibility should rest with the University not only for ensuring that initial and subsequent levels of remuneration are adequate, but also for ensuring that such levels are not excessive. Through budgetary and related actions, the University should, to the extent possible and permissible, assure the Plan member that the member's total remuneration from all sources shall be in accord with a predetermined level which is fixed consistent with adequacy for the particular profession and which is periodically reviewed.

G. Payments received for services rendered by Plan members shall be used only for remuneration of such faculty, in such manner and in such amounts as determined by the Board of Trustees, and for such other purposes as defined in Section VII of this regulation.

H. Overall compensation is approved by the Board of Trustees as part of the operating budget of the University. The manner and extent to which individual compensation from the Plan’s Service Account is combined with other compensation shall be reviewed and approved annually by the EVPHA and the Provost, with the objective of providing stability of total compensation without impinging on the freedom of Plan members to apportion their time and efforts among instruction, research, and service activities as determined by their interests and program responsibilities.

V. Setting of Charges for Health Professionals’ Services

Standard schedules of charges for services are subject to review by the Practice Plan Committee of each Plan and approval by the dean of the college and EVPHA and shall be the general basis for assessing such charges to patients. However, the amount of charges may be adjusted on a case by case basis as proposed by the Plan member rendering the services with approval by the dean if variation from standard charges is deemed to be warranted by the circumstances and not prohibited by law, regulation, or applicable contract.

VI. Billing and Collection of Charges for Health Professionals’ Services

A. Charges for services rendered by Plan members shall be billed by the Billing Entity at the time services are provided or subsequently, with such charges and billings being appropriately coordinated with charges and billings for other services to patients. Billings and collection of all amounts shall be handled by a billing system and Billing Entity approved by the University. Amounts collected for combined charges for services and undesignated receipts from or on behalf of individual patients who receive health care services shall be applied on appropriate bases of pro ration to payment for the various entities providing services. Major problems relating to collection from patients of charges for services shall be handled in a manner that is subject to consultation with the Plan member rendering the services to the patients, subject to applicable legal, regulatory and contractual requirements.

B. Any payments, other than compensation as established by the Board of Trustees, which are received by Plan members for professional services within the scope of the Plan, shall be transmitted immediately to the University for inclusion with other funds collected for services of the Plan members.

C. All funds collected or received by any person or entity, including the University, for Plan members' services shall be collected and received in trust for the Fiscal Agent. Such funds, if not received directly by Fiscal Agent, shall be segregated upon receipt and shall be paid over to the Fiscal Agent for deposit into a separate account of the Fiscal Agent for each individual Plan managed by that Fiscal Agent. Each separate account shall be designated and known as the Plan Services Account of the individual Plan.

VII. Use of Funds Deposited in the Plan Services Account

As a standing policy, the Fiscal Agent, shall use and expend all monies and funds deposited in the Plan Services Account to the extent available for the following purposes:

A. Compensation to members of the Plan in such amounts as may be necessary to provide the difference between other University compensation and the total compensation as established by the Board of Trustees in the operating budget of the University. The operating budget shall show the amounts to be paid from the Plan Services Account, which amounts are dependent upon the availability of funds.

B. Such other purposes as from time to time may be recommended to the Board of Directors of the Fiscal Agent by the Practice Plan Committee of each Plan provided, however, that such funds may not at any time be used for payment to Plan members of income in excess of the total compensation established for the individual members thereof by the Board of Trustees in the operating budget of the University.

VIII. Plan Administrator and Budget

A. The dean of each college, in consultation with the Plan members, shall appoint a Plan administrator. The Plan administrator will be responsible for the day-to-day operation of the Plan and its funds and for the preparation of reports to the dean and the Practice Plan Committee on the financial status of the Plan. The Plan administrator will also be responsible for preparing the annual budget of the Practice Plan.

B. The annual budget shall include funding for the following:

   1. Account(s) to enhance college programs;

   2. Estimated administrative expenses to manage the Practice Plan;

   3. Expenses associated with program implementation;

   4. Operating expenses to support Plan member efforts to secure and manage services and contracts;

   5. Grant(s) to the University to provide for payment of salary funding of all faculty lines to the extent supported by Practice Plan income and support for staff involved in assisting faculty in generation of professional income; and

   6. Contingency reserve to meet potential shortfalls.

C. The proposed annual budget for the Plan shall be submitted by the dean to the Practice Plan Committee for review and comment prior to submitting to the Board of Directors of the Fiscal Agent for approval at its annual meeting.

IX. Provisions for Faculty Salary Supplemental Compensation Program under the Practice Plan

A. <u>Objectives</u>

   The specific objectives of the salary supplementation plan include the following:

   1. To increase faculty income in addition to that available through State support to the college in an effort to remain competitive with other academic institutions in the recruitment and retention of

outstanding faculty;

2. To increase faculty incentive to participate in income-producing activities which are beneficial to the college, the University, and the State;

3. To maintain primary emphasis on the teaching and research programs of the college; and

4. To use professional practice by faculty as a vehicle for clinical training.

B. Basis

The program is based on a system allowing the dean and chairs to reward faculty members for unusual productivity and effort. The rewards shall be derived from income generated by faculty activity but shall not necessarily be directly related to the fiscal productivity of each individual. The system shall allow maintenance of the college balance without overcompensation for one segment of activity to the exclusion of other equally important commitments.

C. Applicable Provisions

1. Supplemental compensation and benefits shall be estimated for the ensuing fiscal year during the annual operating budget process; the amount budgeted shall be included as a separate nonrecurring, supplemental budget item. This supplemental budget shall be submitted to the Board of Directors of the Fiscal Agent and the Board of Trustees for approval as part of the annual operating budget. The appropriation of funds for expenditures shall be equal in amount to additional income to the University provided by a grant by the Board of Directors of the Fiscal Agent to the University specifically for the purpose of financing the supplementary operating budget. Such a grant shall be in addition to that made by the Fiscal Agent in support of salaries provided in the basic operating budget of the college.

2. Fiscal Agent grants for the purpose of supplemental compensation shall constitute non-recurring funds, and approval of the supplementary operating budget based thereon shall not constitute an increase in the budget base of the college. Unless otherwise specified in the College Addendum, supplemental compensation payable to participating individuals in accordance with approved supplementary operating budgets shall be distributed quarterly by the University based on equity determinations on September 30, December 31, March 31, and June 30 of each fiscal year. Supplemental compensation shall be paid at the end of the month following the equity determinations. Individuals no longer in the employment of the University are eligible to receive supplemental compensation at the first distribution following termination based on equity determinations through the last day of their employment, as collected through the last day of the quarter in which the faculty member resigns.

3. The EVPHA and the Provost are delegated the authority to approve the percentage of net revenue to be allocated for supplemental compensation. The amount of the grant to the University by the Fiscal Agent for the purpose of supplemental compensation or increases to individual discretionary accounts within the Fund shall be calculated quarterly based on the approved percentage to individual faculty members on the basis of net revenues collected from professional fees and other sources.

4. Criteria utilized in determining the percentage to be allocated shall be submitted by the dean of the college for review by the Plan members prior to preparation of the supplementary operating budget. Changes in the criteria may be recommended to the practice plan committee and others, as appropriate, by the dean if necessary to reconcile differences between the actual figures and the projected supplemental budget.

5. Unless otherwise specified in the College Addendum, disbursements for the first quarter of a fiscal

year shall be based on the pro rata revenues collected from July 1 - September 30th. Disbursements for the second quarter of a fiscal year shall be based on pro rata revenues collected from October 1 - December 31st. Disbursements for the third quarter of a fiscal year shall be based on pro rata revenues collected from January 1 - March 31st. Disbursements for the fourth quarter of a fiscal year shall be based on pro rata revenues collected from April 1-June 30th.

6. Supplemental compensation and increases to individual discretionary accounts are predicated on and subject to pro rata reductions based on: (a) projected availability of cash on the disbursement dates; (b) availability of net revenues to meet projected annual budget; (c) a projected positive cash balance at the end of the fiscal year; and (d) sufficient projected fund balance to have allocated fund balance to cover Accounts Receivable in accordance with University policy. To the extent distributions have been made for supplemental compensation and increases to individual discretionary accounts, this constitutes full and final payment.

7. If the actual amounts generated and required for the supplementary expenses are greater than the approved annual supplementary operating budget, a revised budget shall be prepared and submitted in accordance with university budgetary procedures, before the established budgetary authority is reached.

8. In preparation of the supplementary operating budget, the dean of the college shall allocate the Fiscal Agent grant for supplemental compensation based on generation of income from professional fees and other sources and based on performance.

9. Departmental or Divisional Practice Plans ("Departmental Plans") are allowed if authorized by the College Addendum. If so authorized, the Departmental Plans shall be approved by the Dean, Provost, and EVPHA, and shall comply with the terms of this regulation.

X. The Practice Plan Committee

A. The Practice Plan Committee of each Plan shall be elected by the members of the Plan and will consist of a minimum of five (5) members of the Plan. In addition, the dean of the college shall serve as an ex-officio member of the Committee.

B. The Committee shall meet periodically and shall review the operation of the Plan and the College Addendum, including matters relating to the applicability of the Plan to sources of income, standard schedules of charges for services, and any other aspects of the operation of the Plan. The Committee shall make such recommendations as it may deem appropriate to the dean of the college, with respect to the modification of the policies and procedures provided by this Plan or utilized in its operation. In the event that changes are deemed necessary by the dean, they shall be brought before the college Plan members by the Chair of the Committee.

XI. Limitations on Practice by Faculty Members

A. As a condition of employment, Plan members shall not maintain offices or engage in the practice of their profession outside of the approved programs of the University, except in infrequent and special circumstances as in emergencies and in other situations where provision of service is required by professional ethics. The Plan Member Documents shall reflect the limitations set forth in this regulation.

B. Plan members shall avoid all actual or potential conflicts of interest in their professional activities. Accordingly, during any period of assignment, non-assignment, sabbatical or other leave, all outside professional activities, whether income-generating or not, and whether exempt from inclusion in the Plan, shall be reported in advance to the dean and again on a annual basis on forms prescribed by the EVPHA and Provost. All outside professional activities are subject to applicable University regulations and policies related to conflicts of interest, including but not limited to: GR Part I (Ethical Principles and Code of Conduct and Code of Conduct Addendum-Clinical Enterprise) and AR 7:2.

C. To assure compliance with Internal Revenue Service (IRS) regulations, an employee who has controlling interests (owns at least 50% or more) of an outside company must report any contributions made to a Qualified Retirement Plan, Simplified Employee Pension plan- Individual Retirement Account (SEP-IRA) or any other retirement investment vehicle. Contributions made should be reported immediately to the Human Resources Employee Benefits Office to ensure Internal Revenue Service plan limits are not exceeded.

XII. Exceptions and Appeals

A. Plan members requesting exclusion from the Plan of an income generating activity not subject to an exemption enumerated in the each college's plan shall make a request in writing through the respective director or chair to the dean. The dean shall make a decision based upon an interpretation of the definition of income and other facts and circumstances. The decision shall be communicated, in writing, through the division or department, to the Plan member. Plan members wishing to appeal the decision of the dean shall do so in accordance with paragraph B, below.

B. Plan members wishing to appeal a decision of the dean to deny a request for exclusion of income from the Plan, any salary or distribution dispute, or any actions of the Plan, shall advise the dean, in writing, within thirty business days of when the Plan member knew or should have known about the matter so appealed. The dean shall have ten business days to affirm, modify or deny the appeal. If no action is taken, the original action shall be deemed to have been affirmed. The Plan member shall then have thirty business days to appeal the action of the dean to the Provost and EVPHA, each of whom shall receive a written request from the Plan member setting forth the details of the basis for the appeal and the alleged reason(s) the dean is not correct. The Provost and EVPHA shall have thirty business days to issue a joint written decision to affirm, modify or deny the appeal.

XIII. References and Related Materials

GR Part I - The University of Kentucky (Definition)

AR 3:9 Consulting and other Overload Employment

AR 7:2 Research Conflict of Interest and Financial Disclosure Policy

AR 7:6 Intellectual Properties Policy and Procedures

Revision History

AR II-7.0-3, AR II-7.0-4, AR II-7.0-8, AR II-7.0-9, AR II-7.0-10, AR II-7.0-11, AR II-7.0-12

For questions, contact: Office of Legal Counsel

Appendix "A"

College (or Unit) Practice Plan Addendum
(Sample)

Preamble: This Addendum (the "Addendum") supplements Administrative Regulation (AR) 3:14_____ and provides specific information concerning the practice plan of____________________ (the "College" or "Unit"). It may be referred to as the College of __________________or ___________Unit Practice Plan Addendum.

General: An annual contract (the "Annual Contract") _____is _____is not (check one) authorized with an approved Fiscal Agent (not required if Fund serves as Fiscal Agent). If authorized, the annual contract is part of this Addendum and incorporated by reference, herein. If a conflict in terms arises between the Annual Contract and the College or Unit Addendum, terms of the Annual Contract shall take precedence.

Specific: College or Unit Addendum Modifications, below, are made in reference to the specific paragraphs of *Administrative Regulation (AR) 3:14, Practice Plans for Health Science Colleges and University Health Services*.

I. Introduction

The terms set forth in AR 3:14, Paragraph I, are not subject to local modification.

II. Scope

The Plan Members are faculty in the (title series, appointment periods, University Health Services):
____
____
____
____

Services provided by Plan Members incident to the care of patients and to all other activities which are a part of the health care programs of the University are included in the Plan. This includes compensation, income and payments (direct or in kind, and whether characterized as fees, retainers, or otherwise) for professional services rendered or to be rendered, including, but not limited to, those relating to: (a) the diagnosis, treatment, and evaluation of patients; (b) the provision of therapeutic products for patients or others; and, (c) consultation with patients.

In addition, the following professionally generated income is included in the plan: (check "yes" or "no")

YES_____ NO_____ Direct and in-kind payments (excluding actual out-of pocket costs) for providing (a) advice, (b) professional consulting services, (c) service on boards, committees, commissions, or the like, and (d) oversight, supervision, or other participation with any entity or person involved with health or medical care are included in the Plan.

YES_____ NO_____ Witness fees and payments relating to depositions, testimony, or other evaluations in the capacity of a witness;

YES_____ NO_____ Professional fees and compensation for educational consulting in medical and pharmacy focused programs in conjunction with the pharmaceutical industry and/or other external agencies;
YES_____ NO_____ Honoraria for lectures;
YES_____ NO_____ Unassigned income from publications;
YES_____ NO_____ Prizes for personal past achievements and not for services rendered;
YES_____ NO_____ Special administrative stipends paid by the University for performing administrative assignments beyond those normal to academic appointments;
YES_____ NO_____ Income for a profession or activity unrelated to the professional education, experience, or training that qualifies members of the Plan for a University appointment;
YES_____ NO_____ Payments for service to NIH or other governmental peer review research project site visits or review activities;
YES_____ NO_____ Any reimbursement and fees associated with regular continuing education programs funded by the College;
YES_____ NO_____ Other income which relates to or would not exist but for the professional education, experience, or training that qualifies members of the Plan for a University appointment.

III. Definition Details

The Fiscal Agent, if other than the Fund, of the Plan is: ______________________________

The Practice Plan Committee consists of:
____
____
____

Department or Division Plans ____ are ____are not authorized. If authorized, the following requirements apply (first five apply, unless an exception is granted by the Provost and EVPHA:

____Written Document

____Approval by Dean

____Approval by Provost

____Approval by EVPHA

____Legal Review

____Annual Audit

Other: ____
____
____

The Plan Service Account is maintained by: ____the Fund; ____Other
Specify____

The Billing Agency is: ____

The Plan Member Documents include:

_____Practice Agreement

_____Assignment for Billing to: ____

_____Non Compete or Restrictive Covenant

_____Other (specify) ____

An example of the form of each is attached hereto, as Collective Attachment III, and incorporated by this reference.

IV. Underlying Principles

The principles set forth in AR 3:14, Paragraph IV, are not subject to modification.

V. Setting of Charges

Any special terms concerning the setting of fees are attached hereto as Attachment V, which is attached hereto and incorporated herein by this reference.

VI. Billing and Collection

The college billing and collection process, if in more detail than AR 3:14, Paragraph VI, is described in Attachment VI, which is attached hereto and incorporated herein by reference.

VII. Use of Funds Deposited in the Plan Services Account

The terms set forth in AR 3:14, Paragraph VII, are not subject to modification.

VIII. Plan Administrator and Budget

The Plan Administrator is: ____.

The College budget process, if described in more detail than AR 3:14, Paragraph VIII, is described in Attachment VIII, which is attached hereto and incorporated herein by reference.

IX. Provisions for Faculty Salary Supplemental Compensation

The percent of net revenue to be allocated for supplemental compensation, as determined by the EVPHA and the Provost is _______.

The College shall retain _____ percent of collected fees for its use in professional development, educational promotion, academic enrichment and related endeavors. Any special retention of funds or fees is described in Attachment VII, which is attached hereto and incorporated herein by reference.

The Frequency of Distributions is: ____monthly; ____quarterly; ____other (Specify)____.

X. The Practice Plan Committee

The terms set forth in AR 3:14, Paragraph X, are not subject to modification.

XI. Limitations on Practice by Plan Members

Any additional modifications or limitation on practice are attached as Attachment XI, which is attached hereto and incorporated by this reference.

XII. Exceptions and Appeals

Any modifications to the grievance procedure are described in Attachment XII, which is attached hereto and incorporated by this reference.

Any Special Provisions are attached hereto, as the Special Provisions Attachment, and incorporated by this reference. If any Attachment referenced herein is not included, the Attachment is conclusively presumed to be omitted intentionally.

XIII. Effective Date

This Addendum shall be in force for a term beginning July 1, 2009 and ending June 30, 2010. It shall automatically renew for any number of successive one year terms unless terminated or modified by a writing signed by the approving parties, below.

Approving parties:

Dean, College of ________________________

____
(Signature)

Provost:

____
(Signature)

EVPHA:

____
(Signature)

COLLEGE OF NURSING PRACTICE PLAN ADDENDUM

Preamble: This Addendum (the "Addendum") supplements Administrative Regulation (AR) 3:14 ______________________________and provides specific information concerning the practice plan of College of Nursing_______________(the "College" or "Unit"). It may be referred to as the College of _Nursing________________________or __Nursing___Unit Practice Plan Addendum.

General: An annual contract (the "Annual Contract") ______________________is __X__is not (check one) authorized with an approved Fiscal Agent (not required if Fund serves as Fiscal Agent). If authorized, the annual contract is part of this Addendum and incorporated by reference, herein. If a conflict in terms arises between the Annual Contract and the College or Unit Addendum, terms of the Annual Contract shall take precedence.

Specific: College or Unit Addendum Modifications, below, are made in reference to the specific paragraphs of *Administrative Regulation (AR) 3:14, Practice Plans for Health Science Colleges and University Health Services*.

I. Introduction.

The terms set forth in AR 3:14, Paragraph I, are not subject to local modification.

II. Scope.

The Plan Members are faculty in the (title series, appointment periods, University Health Services): any title series , half time and higher FTE, regardless of period of appointment, in the College of Nursing during the faculty member's period of assignment and which
are a part of the faculty member's negotiated distribution of effort for the University.
The only exception will bet those faculty members who were at the University at the time the Plan was originally established and chose not to join.

Services provided by Plan Members incident to the care of patients and to all other activities which are a part of the health care programs of the University are included in the Plan. This includes compensation, income and payments (direct or in kind, and whether characterized as fees, retainers, or otherwise) for professional services rendered or to be rendered, including, but not limited to, those relating to: (a) the diagnosis, treatment, and evaluation of patients; (b) the provision of therapeutic products for patients or others; and, (c) consultation with patients.

In addition, the following professionally generated income is included in the plan: (check "yes" or "no")

YES_________________________NO__X____Direct and in-kind payments (excluding actual out-of pocket costs) for providing (a) advice, (b) professional consulting services, (c) service on boards, committees, commissions, or the like, and (d) oversight, supervision, or other participation with any entity or person involved with health or medical care are included in the Plan.

College of Nursing

envision engage empower

PERFORMANCE EVALUATION

University of Kentucky
Office of the Provost
105 Main Building
Lexington, KY 40506-0032
P: 859-257-2911
www.uky.edu

M E M O R A N D U M

To: Deans, Chairs and Directors

From: Robert S. DiPaola, M.D. Provost

Lisa Tannock, M.D.
Associate Provost for Faculty Advancement

Subject: 2023-2024 Faculty Performance Review: Second Year of Biennium

Date: October 9, 2023

Please forward this memorandum to all full-time faculty employees in your unit.

The evaluation of faculty performance is one of the most important activities that educational unit administrators, working in close collaboration with deans and others, are asked to undertake. The purpose of the Faculty Performance Review is to provide guidance for continuing and meaningful faculty development and advancement. When done properly, the evaluation process is an effective means of communicating expectations, enhancing faculty productivity and acknowledging and rewarding accomplishments, as well as identifying and dealing with performance-related issues in the spirit of continuous improvement. In addition, faculty performance reviews are an important source of information for promotion and tenure reviews. *Administrative Regulation 3:10* ("Policies for Faculty Performance Review") enumerates the policies and procedures for conducting performance evaluation of faculty at the University of Kentucky. This memo provides a brief summary of those policies and procedures.

Which faculty cohort is being reviewed this year?

This being the second year of the current biennium, all full-time faculty employees across all title series shall undergo faculty performance evaluation, **except** tenured faculty and Senior Lecturers in those colleges that conduct biennial reviews of those faculty. All full-time faculty employees in their first year of service at the University of Kentucky must also undergo faculty performance review this year, independent of their title series, academic rank, or tenure status.

If agreed to by mutual consent of the dean and a faculty employee on a terminal contract in one of the tenure-ineligible title series, a faculty performance review *may* be conducted, but it is not mandatory.

Exceptions to these performance review policies will apply in cases of (1) tenured faculty employees who will retire before or at the end of the current fiscal year, and (2) non-tenured faculty employees whose appointments will not be renewed. Faculty employees on out-of-state assignments in international or other programs shall be evaluated for purposes of performance review based on their performance and accomplishments in assigned areas of activity in accordance with *AR 3:4*.

All educational unit administrators who have faculty on Phased Retirement shall take steps to ensure that those individuals are meeting or exceeding their unit's performance expectations in their areas of assignment; however, formal faculty performance evaluation for faculty on Phased Retirement is not mandatory.

How are faculty who have joint appointments evaluated?

For a faculty employee with a joint appointment, where the secondary assignment comprises twenty percent (20%) or less of the individual's total Distribution of Effort (DOE), the unit administrator of the department, school, graduate center or college in which the faculty employee has a primary appointment will evaluate the performance of the faculty employee, with input from the unit administrator of the secondary unit. If a faculty employee's secondary assignment comprises more than twenty percent (20%) of the individual's total DOE, the unit administrators of each unit will evaluate the faculty employee's performance.

How are faculty associated with multidisciplinary research centers and institutes evaluated?

Faculty employees whose assigned DOE in a multidisciplinary research center or institute is greater than twenty percent (20%) shall have the activity performed in the center or institute evaluated by the educational unit administrator of that unit. The unit administrator of the center or institute shall report the merit score(s) to the unit administrator of the individual's primary unit. In cases where a faculty employee performs assigned DOE duties in a multidisciplinary research center or institute totaling twenty percent (20%) or less DOE, the individual's primary unit administrator will evaluate the activity performed in the center or institute with input from the educational unit administrator of the secondary unit.

What policies and procedures inform the faculty review process?

Deans and educational unit administrators can help ensure the integrity of the performance review process by clearly communicating to faculty specific university and college polices that inform the faculty performance review process. Below is an overview of the salient university policies on faculty performance review.

Faculty performance shall be evaluated across all areas of assigned activity as recorded in the DOE agreement applicable to the review period. Faculty activity is broadly defined and includes:
[1] instruction (e.g., teaching and advising); [2] research and/or other appropriate forms of creative activity; [3] service (includes service to the public, service to the profession, service to the institution, patient care unrelated to instruction, and other appropriate outreach activities); [4] administration; and [5] professional development.

Each faculty employee under review is responsible for preparing a summary of professional accomplishments in each area of assigned activity; where teaching has been assigned, the faculty employee will also prepare a teaching portfolio. This may be a traditional teaching portfolio as described in Appendix I of AR 3:10, or may be a more truncated version that includes student appraisals for courses taught, peer faculty appraisals, and a brief narrative summarizing instructional efforts for the review period. Results of the evaluation will be communicated in writing to the faculty employee by the chair or director, and to the dean.

Reviews are to be based on the composite DOE across the review period performed by the faculty employee in each area of assigned activity. Quantitative and qualitative information will be used and explained in making judgments about performance.

The evaluation instrument or forms that are used in each college are to be developed by the dean of the college and must involve consultation with an appropriate faculty governance body. Letter, numerical, or descriptive designations may be used in the evaluation instrument, but the rankings must clearly recognize at least three performance designations: outstanding, good or satisfactory, and unsatisfactory. Evaluators are expected to be both fair and constructive. Evaluations must contain sufficient written commentary to explain the assigned ratings, especially in areas of activity in which a faculty employee has received a rating below good or satisfactory.

It is also expected that the unit administrator will consider input from students, colleagues and administrators in determining merit ratings, consistent with AR 3:10, while holistically considering the added contributions to diversity, equity, and inclusion the faculty member's lived experience may bring. For best practices in this regard, contact the Office for Faculty Advancement.

The unit administrator will recommend a merit rating for each faculty employee consistent with the rating scale adopted by the college for each area of assigned activity. A composite merit score shall be calculated by the unit administrator and recorded on the merit report for each faculty employee reviewed in the unit. An individual's composite merit score is calculated by multiplying the merit rating assigned to an area of activity by the DOE percentage apportioned for that area of activity. The product of a merit rating for an area of activity multiplied by its DOE percentage is the *merit score* for that area. The *composite merit score* is the sum of those discrete merit scores. A dean may implement a college-wide practice of rounding all composite merit scores to the nearest integer.

How is disruption from the pandemic considered in the Performance Review process?

Recognizing that many faculty are experiencing ongoing impacts to their professional performance from the pandemic, we advise that faculty leaders consider continuing the following recommendations:

- Consider inclusion of a personalized "COVID Pandemic Ongoing Impact Statement" into all faculty member's performance evaluation documentation. This will assist faculty members' explanations of how their work had to be shifted and adjusted to respond to the work demands during COVID.
- Carefully consider the required performance review inputs from students, colleagues, and administrators, as required in AR 3:10.
- When possible, assist faculty members in constructing their performance review materials by providing unit records through database management tools and resources, minimizing faculty members' documentation requirements.
- Enhance the use of alternative measures/evidence of teaching excellence into faculty members' teaching portfolio (e.g., peer evaluation, innovations in teaching, samples of graded student work, efforts to serve students during the pandemic, metrics on achievement of student learning outcomes, later student success).
- Pay special attention to the fair, consistent, and compassionate evaluation of non-tenure track and non-tenured faculty, as it is of utmost important that these faculty members, above all others, have no gap in their performance evaluation record.

- In the evaluation itself, consider the work that has been accomplished rather than the work that was delayed or not yet fully realized due to the pandemic.
- Maintain a point-of-view of post-pandemic work so as to set up the faculty member for long-term professional success.

The Appeal Process

All faculty employees are provided the opportunity to file a formal performance review appeal with the college dean. The appeal may be based on a claim of procedural error and/or contested merit score(s) in the faculty employee's performance review. Procedures for college-level faculty appeals should be developed and clearly communicated to all faculty employees within the college. If a faculty employee appeals at the college level and is dissatisfied with the decision of the dean, an appeal may be made to the Provost. A faculty appeal committee will be appointed based on advice about the committee composition from the Senate Council. This appeal committee will make its recommendation to the Provost. The Provost's subsequent decision will be final. The procedural steps for Provost-level appeals have been posted to the Faculty Advancement website.

2nd and 4th Year Progress Reviews of Probationary Faculty

AR 3:10.B.4 requires mandatory progress reviews of untenured (tenure-eligible) faculty employees in their second and fourth years of probationary service. The policy requires that the educational unit administrator:

- Consult with the tenured faculty of the review candidate's unit about the individual's progress toward consideration for tenure in terms of the unit's expectations;
- Prepare a written review of the candidate's progress; and,
- Discuss the written review with the individual under review.

The discussions and the written progress review that documents those discussions, along with the reappointment process that runs in tandem with those progress reviews, shall be concluded *no later than* the last day of the individual's appointment contract in the second and fourth years of probationary service. Progress reviews may occur more frequently. The written review shall be sent to the dean of the college and a copy shall be given to the individual under review and placed in the individual's Standard Personnel File.

2023-24 Calendar for Reviews*

The schedule for the review and evaluation process is as follows:

Fall 2023 Faculty employees undergoing review prepare their materials and submit them to the appropriate educational unit administrator(s).

2/19/2024 Review completed by college and faculty employees informed of results.

3/11/2024 Deadline for faculty employees to appeal at the college level.

4/52024 Appeals at the college level completed.

4/26/2024 Deadline for faculty employees to appeal to the Provost.

Finally, if there are any aspects of the review process on which you wish additional guidance, please contact the Office for Faculty Advancement.

*Please note that some colleges employ a fiscal year performance review cycle for faculty. In those instances, please adjust internal deadlines accordingly. In any case, the most recently completed performance evaluation will serve as the performance record when making recommendation for any merit increase.

RSD/lrt/rk

College of Nursing Performance Evaluation Instructions

2023-24 Performance Evaluation Instructions for Faculty

Who is evaluated?
Full-time faculty (.75 FTE or greater) will have a full performance review this year.

What is reported?
All workload activities occurring from July 1, 2023 – June 30, 2024.

As part of the performance review of the service component of the PE, faculty will include in their Reflective Statement on Service the expected service to the college and university not in their CV including participation in faculty meetings, committees for which the faculty member ran for office but was not elected, and written evaluations for appointment and promotion for all faculty members at ranks for which they were required to provide a written evaluation.

May 15 Deadline – Clinical practice faculty only

1) Submit the name of an individual in the clinical agency who is the appropriate person to provide performance evaluation feedback to your reporting administrator.

May 1 to May 30 – All faculty (.75 FTE or greater)

1) Watch for email from your program administrative assistant with your Performance Evaluation (PE) document which will include your teaching assignments.
2) Review PE document and send updates/corrections to your program administrative assistant.
3) The program administrative assistant will return the PE document with updates/corrections.
4) Faculty with a 9-month appointment will finalize PE document with your accomplishments and submit electronically along with an updated CV (not from DM) during July 1, 2023 to June 30, 2024 highlighted to your reporting administrator by **May 31, 2024**.
5) Faculty with 10, 11, or 12-month appointment finalize PE document and submit electronically along with an updated CV (not from DM) with accomplishments from July 1, 2023 to June 30, 2024 highlighted to your reporting administrator no later than **June 30, 2024**.

July 1 to September 30 –Full-time faculty with 10, 11, or 12-month appointments meet for PE review.

1) Confirm appointment for meeting with reporting administrator.

September 1 to October 15 –Full-time faculty with 9-month appointments meet for PE review.

1) Confirm appointment for meeting with reporting administrator.

Attachments:

Performance Evaluation Documents

1) Tips on Writing Personal Statements
2) Appeals Process
3) CON CV Template

Checklist of documentation to be submitted for faculty completing a full PE

If any of the following items are not included in the PE document, it will be returned to the faculty member to complete.

____Section I.A.2. Qualitative and quantitative summary of students' evaluations

____ Section I.F.2. Reflective statement of contributions to teaching and mentorship

____Section II. Reflective statement of contributions to research and/or scholarship if appropriate

____ Section IIIa. Reflective statement of contributions to service

____ Section IIIb. Reflective statement of contributions to practice if appropriate

____ Section V. Goals from previous PE and progress made

____ Section VI. Strengths

____ Section VII. Areas for professional growth

____ Section VIII. New goals

____ Updated CV

UNIVERSITY OF KENTUCKY
COLLEGE OF NURSING

FACULTY NAME & CREDENTIALS
RANK

Performance Evaluation Documentation
Fall 2023 to Spring 2024

I. INSTRUCTION AND EDUCATION

A. Academic instruction - for each semester of the evaluation period, list:

1) All courses taught. [from Digital Measures (DM)] [**NOTE -** ***new faculty need to enter current year Fall course assignments on this report***]

Semester	Course No.	Course Name	Credit Hours	Students Enrolled

2) Qualitative and quantitative summary of student evaluations

c Foundations of Med/Surg Nursing Practice I

3) Guest lectures - course number, presentation topic, and venue

4) Graduate student precepting

B. Academic advising

1) List nursing practice, research, and/or lab interns [DM]

2) List of College of Nursing and other (specify) students for whom faculty member serves as DNP capstone project or PhD dissertation committee chair or member

3) Service as an outside examiner on dissertation or project committees [***faculty member prepares***]

C. Description of curriculum and course development activities (include curriculum committee work and other activities to improve, add to, or modify instructional offerings) and/or innovative instructional materials

D. Continuing education preparation/instruction

E. Other instruction (time allocated on DOE for UG Course Coordinator, UG Clinical Coordinator, BSN Residency Facilitator, BSN Residency Coordinator, RN-BSN Option Coordinator, Second Degree BSN Option Coordinator, or DNP Track Coordinator)

F. 1. Sponsored instruction and education

2. **Reflective Summary: Contributions to Teaching and Mentorship**
For all contributions to teaching and mentorship, include statements on impact of your contributions. See document on tips for writing personal statements.

II. SCHOLARSHIP

Reflective Summary: Contributions to Research and Scholarship
For contributions to research and/or scholarship, include statements on the impact of your contributions. See document on tips for writing personal statements.

III. SERVICE

a. Reflective Summary: Contributions to Service
Professional service-related activities both inside and outside of the College/University should be included in your statement. For service included in your CV, provide statements regarding the leadership, consequences, or impact of your service for each activity. See document on tips for writing personal statements. Provide evidence of your expected service to the College/University that is not in your CV including participation faculty meetings, committees for which you ran for office but were not elected, and written evaluations for appointment and promotion for all faculty members at ranks for which you were required to provide a written evaluation.

b. Reflective Summary: Contributions to Practice (if applicable)
For service related to clinical practice, provide statements regarding the leadership, consequences, or impact of your clinical practice. See document on tips for writing personal statements.

IV. ADMINISTRATION

V. PROFESSIONAL DEVELOPMENT

If appropriate, describe the professional development activities undertaken (e.g., such as conference, continuing education, workshops, advanced degrees or certification) at the request of the college and/or that directly contribute to the missions of the college.

Conference Attendance:

V. GOALS FROM PREVIOUS PERFORMANCE EVALUATION AND PROGRESS MADE IN ACHIEVING THE GOALS [*faculty member prepares*]

VI. STRENGTHS

VII. AREAS FOR PROFESSIONAL GROWTH

VIII. GOALS & PLAN FOR PROFESSIONAL GROWTH FOR NEXT REVIEW PERIOD

IX. SUMMARY EVALUATION [*reporting administrator prepares*]

Reporting administrator – Faculty meets merit rating of 2.0 or higher: __ Yes _____ No

Signature of Evaluator: ___________________________________ Date:

Signature of Faculty Member: ___________________________________ Date:

Signature of Dean: ___________________________________ Date:

Dean's Comments, if any:

University of Kentucky

College of Nursing Appeals Process

A. "All faculty employees must be provided the opportunity to lodge a formal appeal with the college dean. The appeal may be based on a claim of procedural error and/or contested merit score(s) in the faculty employee's performance review".

B. Appeals should be forwarded to the Dean within the timeframe provided by the Provost's Office and after receipt of the merit score from the Dean. The Dean will appoint 3 faculty members, not to include members of PATA, to review the appeal and make a recommendation to the Dean. The Dean will determine whether to adjust the merit core(s).

C. "If a faculty employee appeals at the college level and is dissatisfied with the decision of the dean, an appeal may be made to the Provost. A faculty appeals committee will be appointed after seeking advice about the committee composition from the Senate Council. This appeal committee will make its recommendation to the Provost, whose decision will be final. The procedural steps for Provost-level appeals have been posted to the Faculty Advancement website.

College of Nursing

Process for Recognition of Exceptional Accomplishments

The exceptional accomplishment policy and process is currently under review by Dean's Council. It will be presented to the faculty in Fall 2024.

Title IV Compliance Requirements

For Faculty/Instructors

To comply with Title IV regulation, faculty will be required to report students for non-attendance/non-participation/non-engagement through the class roll in MyUK/Faculty Services. Faculty only need to mark students that are **NOT** attending on the class roll. If all students are attending, faculty can indicate this in one place on the class roll. Once a student is marked for non-attendance/non-participation/non-engagement in the class roll, the student will be dropped from the class and from CANVAS with a grade symbol "NA". The student, faculty member/instructor, academic advisor and financial aid counselor will be notified by email of the drop. If an undergraduate student drops below full-time, financial aid disbursement may be reduced. The drop will result in a 50% refund to the student. Courses dropped for non-attendance/non-participation/non-engagement will not appear on the student's transcript. If a student is adversely or unfairly impacted by this requirement and forced to withdraw from a class, the student may seek relief through the tuition appeals process.

- Faculty/Instructors should report non-compliant students on the class roll accessed through MyUK/Faculty Services/Class Rolls.
- Attendance verification dates for any class offered Fall 2021 can be found on the class roll at myUK/Faculty Services/Class Roll.

Specific questions regarding this policy should be directed to your college's Associate Dean or to the University Registrar.

For Students

The University of Kentucky has a process in place for instructors to confirm one time if a student has attended, participated, or engaged at the beginning of the semester in each class for which the student is enrolled. This process ensures that after the start of classes, Federal Student Aid funds are not disbursed without the University confirming that recipients have begun attendance.

Attendance, participation, and engagement in each class will be confirmed by the instructor after the last day to add for any class offered Fall 2021. If a student fails to begin attending/participating/engaging in any registered class or classes, the student will be dropped, and Canvas will be updated to reflect the drop. Once a student is dropped, an email notification will be sent to the student, faculty/instructor, academic advisor and financial aid counselor.

The drop will result in a 50% refund to the student and courses dropped for non-attendance/non-participation/non-engagement will **NOT** appear on the student's transcript.

If a student is incorrectly dropped, the student must communicate with the instructor to be reinstated. The instructor of record may notify the Office of the University Registrar to have the student reinstated.

Any previously disbursed federal financial aid may need to be adjusted for students who fail to begin attendance/participation/engagement in a class or classes. This may result in less aid and/or payback of previously disbursed aid.

Please direct any questions about this process to the Office of the University Registrar or visit http://www.uky.edu/registrar or refer to the Federal Student Aid Handbook.

Accommodations: For reasonable accommodations please contact the Disability Resource Center at www.uky.edu/drc or by email at drc@uky.edu

Title IV F.A.Q.

Federal Regulation Regarding Disbursement of Federal Financial Aid Funds (Title IV) FAQ's for Confirming Student Attendance/Participation/Engagement in Courses

Federal regulation mandates that federal financial aid funds (Title IV) may only be disbursed to students who have begun attendance/participation/engagement in each class the student is enrolled for each semester. This regulation mandates that institutions document attendance/participation/engagement in each class the student is enrolled for each semester. This regulation mandates that institutions document attendance/participation/engagement. Failure to document attendance/participation/engagement may result in sizeable fees and fines to the University.

To comply with this mandate, all instructors of undergraduate, graduate and professional courses (including lab courses, independent studies, online courses, and research credit) will be required to confirm students begin attendance/participation/engagement in classes during the two-week period following the last day to add a class.

Click here to see a how-to article.

Frequently Asked Questions:

1. *What constitutes verification of engagement?*

In a traditional class, verifying attendance in class or submitting a quiz, homework or some other assignment is sufficient for verification of engagement.

For online classes, instructors should verify engagement by requiring the students to submit an assignment. Simply logging into the online site does not constitute attendance/participation/engagement for verification purposes.

For independent study classes (for graduate or undergraduate students), the faculty member should confirm that there is some record of interaction with the student during the confirmation period. This may be face-to-face meeting or a documented interaction (paper, email, substantial online interaction, or some type of submission by the student).

Submission of a plan of study would count if this did not already occur prior to the start of the semester.

For research and residency credit courses for graduate students (i.e. 748, 749, 767, and 767 courses), participation in research in the lab or some other contact with you as the research advisor can be used to verify engagement.

2. *When will I submit verification of attendance or participation?*

The first week following the last day to add a course will be the monitoring period when instructors must confirm attendance or engagement. The second week following the last day to add a course will be the reporting period.

If the class does not meet the first week following the add date, then both monitoring and reporting can occur during the second week.

(For fall semester, 2020, the last day to add a course is August 21.)

3. *Do I have to monitor the engagement/attendance the entire week?*

No, you only have to verify attendance/participation/engagement once.

4. *What happens if a student was attending class and engaged prior to the last date to add a class but for some reason, was not able to attend class during the monitoring period?*

This is ok. Evidence of attendance/participation/ engagement prior to the monitoring

period will count.

5. *What happens if a student has an absence (excused or unexcused) for the day attendance is taken?*

If the student has otherwise demonstrated engagement in the course (such as with an assignment), or if the student has substantive interaction (such as a face-to-face meeting), then the instructor may certify that the student has been engaged in the course.

6. *Will I receive a reminder about the need to verify attendance or engagement?*

Yes. A verification prompt will be initiated after the last day to add has passed.

7. *How will I report attendance or engagement?*

Reporting will be completed utilizing the class roll through MyUK/Faculty Services.

8. *Can I notify students that attendance will be taken, and absences or failure to submit an assignment may result in them being dropped from the course?*

Yes, we suggest that you do notify the students. For example, you could add the following to your syllabus; "*In order to meet federal regulations, the instructor will monitor student participation in this class through attendance or assignments. Students whose attendance/ participation/engagement cannot be determined one time during the first three weeks of the semester may be dropped from the course. If you will be missing a class period or will not be submitting some assignment during that period, it is your responsibility to notify the instructor, even if the absence or missed assignment is not excused under university rules.*"

9. *What happens after I submit a student for non-attendance?*

The student will be dropped from the course in SAP and Canvas will be updated accordingly. The Academic Communication Tool (ACT) will be utilized to push email notifications to students, faculty/instructor, academic advisor and the financial aid counselor once a student is dropped. Federal funds will not be disbursed for those credit hours. The drop will result in a 50% refund to the student and courses dropped for non-attendance/ non-participation/non-engagement will not appear on the student's transcript. The student may seek relief through the tuition appeals process, if they are unfairly/adversely impacted by the new attendance/participation/engagement requirements and forced withdrawal from a class.

10. *What happens if a student was incorrectly dropped from my course?*

The student must communicate with the instructor to be reinstated. The instructor of record may notify the Office of the University Registrar to have a student reinstated.

11. *I have a lab class that will not meet prior to the verification period. What should I do?*

Verification is still required for these courses. You should verify engagement by asking the students to submit an online assignment (through Canvas) or schedule a brief required orientation before or during the verification period.

12. *What would happen in the case that a student attends the first day (or two) of class but then is absent and doesn't turn in homework since that date? Is it a judgement call for the faculty or is engagement strictly having completed at least one thing once?*

A student that attends the first day (or two) of class should be considered as attending/ engaged/participating. In some cases, attendance/engagement/participation will be a judgement call to the extent engagement in academically related activities can be determined.

13. *I have had a few students not attend a class yet they turn in homework assignments because they are available on Canvas. So if I used an initial homework assignment to verify enrollment that student would be confirmed as being enrolled and not dropped. These students usually end up dropping the class later or failing altogether. Would something like this put us at risk for being considered non-compliant with the mandate?*

    No.

UNIVERSITY OF KENTUCKY COLLEGE OF NURSING

Guidelines for Full-Time Faculty Workload/Distribution of Effort (DOE) Beginning 2016-2017 Academic Year

Mission: The College of Nursing, in congruence with the University of Kentucky, is dedicated to foster health and well-being among the people of Kentucky, the region, and the world through collaborative relationships that support excellence in nursing education, research, practice and service in an ever-changing health care environment. The University of Kentucky College of Nursing endeavors to be one of the nation's top nursing programs among public research universities.

Definition: Faculty workload/distribution of effort (DOE) consists of percentage of effort allocated to meet the College of Nursing mission for teaching, research, service, and practice and to promote faculty productivity, flexibility and work-life balance through a collaborative process.

Procedure: Each year, the Associate Deans assess the undergraduate and graduate teaching needs and resources of the College of Nursing for the next academic year. Taking into account faculty members' sponsored activities (research, education grants, and practice) their Workload and Preferences for Teaching Assignments Form as well as performance goals. The Associate Deans of Undergraduate and Faculty affairs collaborate with the Program Directors and faculty members to determine the workload needs/responsibilities for teaching for each faculty member. In assigning workload/DOE responsibilities, the Associate Deans collaborate with faculty as needed to finalize workload assignments, particularly if it is not feasible to grant their preferred workload/DOE request.

Assumptions:

Overall, as the flagship school of nursing of Kentucky in an academic health sciences medical center, these guidelines are designed to facilitate the full-time faculty role in supporting the mission of the College of Nursing. All faculty (full-time or part-time) will collaborate with Associate Deans for adjustment of DOE or requesting graduate teaching assistants (GTAs) when working with large enrollments or new teaching methods is an option.

Overall assumptions, the DOE will be adjusted accordingly for:

- Sponsored scholarly activity, research, education grants and/or practice
- Changes in clinical or professional service needs
- Enrollment fluctuations

Teaching/Innovation/Advising:

Teaching is a core mission of the College. With the exception of Research Title Series, all faculty teach and advise students. The amount of workload /DOE allocated for teaching a course will vary depending on an assessment of a number of factors, including but not limited to:

- Excessively high (increase individual DOE) or low enrollment (decrease individual DOE)
- Courses that are team taught (decrease individual DOE)
- Faculty member serves as course professor/coordinator but not sole instructor (decrease individual DOE)
- Courses with new/innovative teaching modalities (may increase individual DOE)
- Creating /developing new course/major revision of course (appropriate DOE allocation)
- Special assignments (RE: advancing student initiatives/consultation/academic programs)

Research and/or Scholarship:

Research and scholarship are fundamental to top-tier academic medical health science universities. In reviewing workload /DOE allocation for research/scholarship with Associate Deans, faculty members will present specific goals for research/scholarly activities and a plan for accomplishing the goals. During an initial appointment period, the College will assign each new member of the tenure-track faculty a workload/DOE that allows for research and/or scholarship. New faculty may be provided unsponsored time for research/scholarly work and over time more established sponsored activities will be expected.

All regular, special and research title series faculty will have DOE allocated for research and/or scholarship negotiated with Associate Deans based on:

- Title series
- Funding
- College needs
- For each 10% allocation for unsponsored Research and Scholarship, productivity expectations will be linked to the faculty's performance evaluation goals.

Service/Professional Development:

Service is fundamental to the core mission and consists of professional support provided to the College of Nursing, the University, the community and/or the profession. Based on performance goals and deliverables, faculty members will collaborate with their Associate Deans to determine the fraction of their workload /DOE allocated to service. Service to the College includes the expectation of membership on College committees described in the Administrative and Faculty Governance by-laws. It is desirable to participate in some service activities closely related to the faculty member's specific field of knowledge. Involvement in professional organizations is important for continuing growth in the profession as well as advancement in academic rank. Attendance at College and University sponsored activities such as ceremonies, receptions, meetings, and colloquia is an integral and expected part of the faculty role without DOE.

Direct/Indirect Clinical Practice:

Practice is fundamental to the core of nursing. There is variation in both clinical practice roles and models of reimbursement to the College of Nursing for services delivered by faculty. These factors influence how faculty members and their Associate Deans determine the fraction of their workload/DOE allocated for practice. Practice includes direct or indirect services for which the College of Nursing is directly reimbursed.

Direct practice may include:

- Working with in-patients and/or out-patients
- Community-based clinical services
- System based clinical services
- Indirect practice may include:
- Consultation
- Quality improvement activities
- Program evaluations

Faculty may also engage in unsponsored or unreimbursed direct or indirect practice activities which may be reflected in workload/DOE allocations, especially if the activities are ongoing. [All of the aforementioned activities refer to internal overload. External overload is subject to the University Administrative Regulations and approval of the Associate Dean]

Administration:

- Administrative core functions are fundamental for successful academic programs and student services. Faculty members serving in academic leadership positions have workload/DOE allocated to fulfill the job description responsibilities. As program needs change, faculty members will collaborate with Associate Deans for DOE adjustments as appropriate such as higher DOE during accreditation, significant growth, or curriculum revision; lower DOE during low enrollment or phase out/teach out).

The combined mission of teaching, research, practice, and service workload/DOE for each semester is described in terms of percentage of effort. All full-time faculty members are accountable for performing 100% effort each academic ymear with an **expectation of 40 hours minimum per week over the faculty member's appointment period**, as appropriate (e.g. 10, 11, 12 months). Unless otherwise negotiated, a new tenure-track faculty member will initially have a lighter teaching load to allow the necessary time for establishing research and scholarship or practice.

The Standard Percent of Effort for Full-Time Faculty is as follows (unless otherwise negotiated) and will be adjusted as needed for extenuating circumstances that may occur during the academic year:

- Regular Title Series (RTS): Research/Scholarship = 30% - 55%; Teaching/Innovation (e.g. IPE work, curricular redesign)/Advising = 20% - 40%; Direct/Indirect Practice = 0% - 20%; Service/Prof Dev = 5%- 10%
- Special Title Series (STS): Research/Scholarship = 20% - 30%; Teaching/Innovation (e.g. IPE work, curricular redesign)/Advising = 40% - 70%; Direct/Indirect Practice = 10% - 35%; Service/Prof Dev = 5% - 10%
- Clinical Title Series (CTS): Research/Scholarship = 0% -10%; Teaching/Innovation (e.g. IPE work, curricular redesign)/Advising = 50% - 70%; Direct/Indirect Practice = 20% - 40% (unless otherwise negotiated); Service/Prof Dev = 5% - 10%
- Research Title Series: Research/Scholarship = 90% - 95%; Teaching/Innovation/Advising = NA; Direct/Indirect Practice = NA; Service/Prof Dev = 5% - 10%
- Lecturer Title Series: Research/Scholarship = NA but encouraged for advancement; Teaching/Innovation/Advising = 90% - 95%; Direct/Indirect Practice = NA; Service/Prof Dev = 5% - 10%

Distribution of Effort

***Please note that the DOE process is in the process of review and is subject to change in the coming year.**

PER SEMESTER: Undergraduate and Graduate Courses – DIDACTIC
5.0 credit = 25% DOE 4.0 credit = 20% DOE 3.0 credit = 15% DOE 2.0 credit = 10% DOE 1.0 credit = 5% DOE NOTE: % DOE for courses will vary based on level of intensity of course; number of students; course coordinator support (e.g., 3credit course = 5% - 15% depending on intensity; # students enrolled; course coordinator support) IPE Course Facilitation (Undergraduate) = 1% DOE
PER SEMESTER: Undergraduate Course with Clinical
Lecture per credit hours above UG Clinical Course Coordinator = 10% DOE (adjusted based on number / level of students or intensity of course) Clinical instruction (8-10 students/clinical group): 9 hrs/wk x 14 wks Clinical Supervision (~ 126 hours) = 14% DOE 5-6 hrs/wk x 14 wks Clinical Supervision (~ 70-84 hours) = 10% DOE 4-4.5 hrs/wk x 14 wks Clinical Supervision (~ 56-63 hours) = 10% DOE 48 hours over 8 weeks (preceptored in ICU) = 5% DOE Synthesis for Traditional Students (3% DOE) or RN-BSN (2% DOE) clinical supervision (10 preceptored students; clinical conferences, site visits, preceptor and student observation, grading papers and projects and advice)
PER SEMESTER: MENTORING AND GRADUATE CLINICAL EVALUATION & HEALTH ASSESSMENT

All full-time faculty typically work with 15-20 students per semester for academic advisement/career advisement in conjunction with professional staff embedded as teaching responsibilities. No DOE allocation. Exceptions include: DNP graduate clinical evaluation (all track specialties): 1-3 students = 1% DOE 4-9 students = 5% DOE 10+ students = 10% DOE DNP clinical course coordinator = 5% adjusted for high/low enrollment DNP NUR 930 = same as APRN and POSL ratios Faculty who precept APRN students in their own practice = 1.5% per student Graduate Health Assessment (HA) for 3 credit course (2 credit didactic, 1 credit clinical : Course Coordinator same as 2 credit course; Evaluation of students "check-off" skills = 1% per student for Faculty/student ratio 1:6; 1% for faculty assigned for feedback on cases Chair doctoral committee (PhD and DNP): DNP advising = 1.0% DOE per student preNUR910 (maximum 10%); Post-graduate students = 0.25% DOE per student PhD advising = 2.0% DOE per advisee precandidacy (max 6 students/faculty); additional time can be negotiated for ESL students
PER ACADEMIC YEAR: ACADEMIC LEADERSHIP
Associate Deans: Executive Vice Dean = 70% Associate Deans of Faculty Affairs = 60% Associate Dean of Research = 40% Assistant Deans = 20% DOE Program Directors (BSN, DNP, PhD) = 30% DOE Track/BSN Option Coordinators = 20% DOE Chair of Faculty Council = 5% DOE Chair of PATA = 5% DOE

Revised – 11/2014-Dean's Council; 11-19-14jh; 12-09-14jh; 01-12-15jh; 01-27-15jh; 01-29-15jh; 02-02-15jh; 02-10-15jh; 02/12/15; 03/17/15 Faculty Council review; 03/30/15-Dean's Council; 04/15/14-Fac+Faculty Council +Dean's Council; 04/20/15-Faculty Council + Dean's Council