



## Voluntary Series Faculty

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### I. Introduction

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This regulation describes the criteria and procedures for the appointment, reappointment, and promotion for faculty appointed to positions the voluntary series.

### II. Entities Affected

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This regulation is applicable to educational units that appoint voluntary faculty and individuals appointed to a voluntary faculty position.

### III. Definition - Voluntary Faculty

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Voluntary faculty employees have an official faculty appointment and devote part of their time to a program in an educational unit, but receive no salary or benefits. Such faculty employees usually are self-employed or hold full-time or part-time positions with other institutions and agencies.

### IV. Procedures

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The procedures for appointment, reappointment, and promotion of voluntary faculty at the various academic ranks generally parallel those for the tenure-eligible title series, except for those procedures prescribed below.

Outside letters of evaluation, faculty letters of evaluation, and reference to an Area Committee are not required for appointments, reappointments, and promotions.

A. Procedures if Using a Voluntary Faculty Evaluation Committee

1. An educational unit may choose, by vote of the unit faculty, to delegate the evaluation of Voluntary Faculty Appointments, Reappointments and Promotions to a committee called The Voluntary Faculty Evaluation Committee and charged with this responsibility. The educational unit administrator or designee shall put before the unit faculty such a proposal at the beginning of an academic year. If a majority of the voting faculty approves the proposal, the Voluntary Faculty Evaluation Committee shall be elected by secret ballot, in accordance with the unit's rules.
2. An educational unit administrator or designee shall bring the name, C.V., and completed Voluntary Faculty Application form of a candidate for a potential voluntary faculty position to the Voluntary Faculty Evaluation Committee for review. The educational unit administrator or designee shall propose a suitable rank for the individual under consideration. The Voluntary Faculty Evaluation Committee shall evaluate the individual's background and credentials, and shall vote on the candidate's suitability for the appointment at a specific rank.
3. Based on the determination of the Voluntary Faculty Evaluation Committee that the applicant should be appointed, the educational unit administrator or designee shall notify the Dean and request, in writing, that the individual be appointed to the Voluntary Faculty position at the specified rank.
4. Upon receipt of the recommendation, the dean may appoint, by letter, the individual to the Voluntary Faculty position, and forward the appropriate documents to the Provost for action by the Board of Trustees.
5. All Voluntary Faculty employees are reappointed at the same time, on a regularly scheduled five-year cycle. Initial appointments thus lead to reappointment at the first of these regularly scheduled five-year cycles. The reappointments shall be reviewed by the Voluntary Faculty Evaluation Committee. Candidates are approved for reappointment when a majority of the Voluntary Faculty Evaluation Committee vote to reappoint. For those approved for reappointment, the educational unit administrator or designee shall prepare the necessary documents and forward them to the Dean who, in turn, shall forward them to the Provost for Board of Trustee action.
6. The Faculty of the educational unit may at any time consider the qualifications of an individual in a Voluntary Faculty position for promotion to higher rank through a communication to that effect to the Voluntary Faculty Evaluation Committee, providing justification for the promotion. A vote of the Voluntary Faculty Evaluation Committee shall then be taken after discussion of the supporting documentation. If a majority of the Voluntary Faculty Evaluation Committee supports the promotion, the educational unit administrator or designee shall prepare the necessary documents and forward them to the Dean who, in turn, shall forward them to the Provost for Board of Trustee action.
7. The educational unit administrator or designee shall review the public licensure and malpractice information on Voluntary Faculty employees annually or before scheduling a student or resident with them, if such review has not been completed without concern in the past twelve (12) months. Any licensure or malpractice issues coming to the attention of educational unit faculty members shall immediately be brought to the attention of the educational unit administrator or designee, who shall review issues identified. Other reviews may be done at any time at the discretion of the unit administrator or designee. The results of such review(s) shall be shared with the Dean and, when indicated, remedial steps shall be taken or termination of the Voluntary Faculty appointment initiated.
8. In rare cases where the proposed candidate for a Voluntary Faculty position requires attending privileges at the University of Kentucky Hospital(s), the dean shall forward the nomination to the

Director of Medical Affairs. The Director of Medical Affairs shall confirm that the individual has the appropriate credentialing and initiate the internal process to obtain approval by the Board of Trustees.

#### B. Procedures if Not Using a Voluntary Faculty Evaluation Committee

1. When an application for a Voluntary Faculty Appointment is received, the educational unit administrator or designee shall bring the name, C.V., and completed Voluntary Faculty Application form of a candidate for a potential voluntary faculty position to the unit faculty for review. The educational unit administrator or designee shall propose a suitable rank for the individual under consideration. The faculty shall evaluate the individual's background and credentials, and shall vote on the candidate's suitability for the appointment at a specific rank.
2. If a majority of the educational unit faculty voting support the appointment, the educational unit administrator or designee shall notify the dean and request, in writing, that the individual be appointed to the Voluntary Faculty at the specified rank.
3. Upon receipt of the request, the dean may appoint, by letter, the individual to the Voluntary Faculty position and forward the appropriate documents to the Provost for action by the Board of Trustees.
4. All Voluntary Faculty employees are reappointed at the same time, on a regularly scheduled five-year cycle. Initial appointments thus lead to reappointment at the first of these regularly scheduled five year cycles. The reappointments shall be reviewed by the educational unit faculty. Candidates are approved for reappointment when a majority of the faculty vote in favor of reappointment. For those approved for reappointment, the educational unit administrator or designee shall prepare the necessary documents and forward them to the Dean who, in turn, shall forward them to the Provost for Board of Trustee action.
5. The faculty of the educational unit may at any time consider the qualifications of an individual in a Voluntary Faculty position for promotion to a higher rank through a communication to that effect to the educational unit administrator or designee, providing justification for the promotion. A vote of the educational unit faculty shall then be taken after circulation of supporting documentation. If a majority of the voting faculty supports the promotion, the educational unit administrator or designee shall prepare the necessary documents and forward them to the Dean who, in turn, shall forward them to the Provost for Board of Trustee action.
6. The educational unit administrator or designee shall review public licensure and malpractice information on Voluntary Faculty employees annually or before scheduling a student or resident with them, if such review has not been completed without concern in the past twelve (12) months. Any licensure or malpractice issues coming to the attention of educational unit faculty members shall immediately be brought to the attention of the educational unit administrator or designee, who will review issues identified. Other reviews may be done at any time at the discretion of the unit administrator or designee. The results of such review(s) shall be shared with the Dean and, when indicated, remedial steps shall be taken or termination of the Voluntary Faculty appointment initiated.
7. In rare cases where the proposed candidate for a Voluntary Faculty position requires attending privileges at the University of Kentucky Hospital(s), the dean shall forward the nomination to the Director of Medical Affairs. The Director of Medical Affairs shall confirm that the individual has the appropriate credentialing and initiate the internal process to obtain approval by the Board of Trustees.

## V. Criteria for Academic Ranks

Criteria for academic ranks of Voluntary Faculty shall be approved by the Dean, acting on the recommendation of the faculty of the initiating educational unit. Voluntary Faculty employees are not eligible for tenure, faculty benefits, membership in the University Senate, or election to the Board of Trustees.

However, faculty membership, with or without voting privileges, may be extended to Voluntary Faculty by the faculty of the educational units to which they are assigned.

## References and Related Materials

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GR VII.B, Academic Appointments, Reappointments, Promotions, and the Granting of Tenure

AR 2:1, Procedures for Faculty Appointment, Reappointment, Promotion and the Granting of Tenure

## Revision History

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7/1/2005, 7/1/2008, 5/10/2016 (Interim Regulation), 1/16/2017

For questions, contact: [Office of Legal Counsel](#)