

The Protocol for Appointing Visiting Scholars is available on the Faculty Advancement web site <http://www.uky.edu/ofa/> under Policy and Procedures.

Intro: The following protocol for appointing visiting scholars. As defined in [AR 5:1](#), a visiting scholar is “an individual who is pursuing an independent program of research at the University, or is participating in an existing research program, ordinarily while on leave from another professional position.” Individuals in visiting scholar positions should not be teaching and should not be a student visiting from another institution. Non degree-seeking visiting graduate students who seek to engage in research or other appropriate activities at the University should contact the Graduate School. Likewise, non-degree-seeking visiting undergraduate students who seek to engage in research or other appropriate activities should contact Enrollment Management.

AR 5:1 stipulates that visiting scholar classification confers “a temporary appointment for a term not to exceed one year, subject to renewal in exceptional cases if approved by the Provost of Vice President for Research.”

This document describes the Faculty Database (FDB) process, initial implementation steps and some details of data that will be captured in the FDB. **Important Note:** FDB entry does not replace SAP entry. Visiting scholars must continue to be entered into SAP, per the usual procedures, and ideally after approval by OFA via the board action process. SAP is the system of record for employee assignments (paid or unpaid). Entry is required to assign the LinkBlue ID, required for the individual to have access to UK resources, buildings, etc.

I. Faculty Database (FDB) process – Available Oct 21, 2019:

1. The appointment process is initiated by the academic home unit of the UK faculty member who will be the primary research collaborator – i.e. the individual who obtains support of the department chair/center director and from dean for the visiting scholar appointment.
2. Margaret Leach in the Office for Faculty Advancement will receive an email from the requesting unit, containing the required elements as detailed in the protocol.
3. At the same time the requesting unit enters the associated board action into the FDB:
 - a) Adds identifying information in the Faculty Lists module:
 - Name and person ID (or system assigned place-holder until hired)
 - College, department
 - Faculty status of “VS” for visiting scholar
 - Rank, title series, assignment period will be “NA” for not applicable
 - b) Creates a board action, providing:
 - Action type of “Visiting Scholar Initial” or “Visiting Scholar Extension”
 - College, department, and appointment dates
 - UK faculty collaborator (selected from faculty in FDB)

The board action program checks stipulations per the protocol, and issues error messages when:

- The individual has had a prior VS appointment
- The appointment period exceeds 1 year
- The appointment extension exceeds 2 years

The errors can be overridden by Ms. Leach – as directed by approvers.

4. Ms. Leach will update the board action with the decision. When approved, an appointment record is created in the Visiting Scholar Appointment table. This type of action is not reported to the Board of Trustees.
5. The Visiting Scholar Appointment table will be used for reporting and for monitoring consistencies between SAP and FDB.
 - a. Within the FDB, colleges can create lists of visiting scholars
 - b. Within the FDB, the Validation Report will identify as errors those individuals paid as visiting scholars in SAP, but not having an appointment or with discrepancies in appointment period.
 - c. Appointment data could be made available for Tableau reporting

II. Implementation October 21:

1. The process has already been implemented to some extent in that, for new appointments and extensions, colleges should now be sending email with required information to OFA (see I. 2. above) for approval.
2. The FDB entry steps should require minimal-to-no training. A document will be posted on the OFA site with detailed instructions. FDB users will be familiar with all of the screens and functions involved.
3. Historical appointment data will be imported into the FDB from SAP
 - a. All employee assignments having Personnel Subarea = 22 Visiting Scholar will be loaded.
 - b. There will be a need for review and clean-up of active appointments loaded from SAP. This review will be performed within the FDB. Colleges will be able to optionally review and annotate appointment data from past SAP assignments.
 - c. Items that might warrant review:
 - Remove from FDB appointments that were improperly classified as visiting scholars in HR. The number is expected to be low.
 - Populate FDB data fields not available from SAP, particularly for active or recent FY19 assignments. The import will populate fields as follows:
 - UK Collaborator will be set to “Not Assigned”
 - Academic home unit will be inferred from the HR assignment unit whenever possible, otherwise set to Not Assigned
 - End date will be set to the assignment end date. For active assignments this will be 12/31/9999.

The FDB Visiting Scholar list screen mock-up shows examples of how the appointment data will appear at different stages of review. Colleges will use the Review Status column to record the final status and identify appointments that have yet to be reviewed.

| Review Status | Usage | Notes |
|-------------------|--|---|
| Pending-Required | Appointment requires review to populate missing information. . | Conversion default for active appointments |
| Pending-Optional | Appointment can be optionally reviewed at college discretion | Conversion default for inactive appointments |
| NA - Board Action | Indicates no review will be required. | Default for appointments created via board actions. |
| Completed | College has completed the review and updated the missing data where possible | At minimum, the appointment end date should be changed from 12/31/9999 to the correct end date. |
| Skipped | College elects to skip the review. | Possible for inactive appointments |
| Remove | College has determined that the SAP assignment source was incorrectly assigned the 22 Visiting Scholar category. | The appointment may be deleted from the FDB. (No change is expected on the SAP side.) |

- Inactive appointments converted from SAP
- Active appointments converted from SAP
- Appointments created from board action process

Visiting Scholar List Screen in FDB:

| Visiting Scholar | HR Assign DeptNo | HR Assign Dept Name | Appt Status | VSAppt Begin | VSAppt End | UK Collaborator | UKCollaborator AHU College | UKCollab AHU DeptNo | UKCollaborator AHU Department | College Review Status | Exit Plan In Place |
|------------------|------------------|--|-------------|--------------|------------|-----------------|----------------------------|---------------------|-------------------------------|-----------------------|--------------------|
| Ma | 7H025 | Cancer Center-Core Support | Inactive | 09/26/2016 | 08/14/2017 | Not Assigned | Medicine | Not Assigned | Not Assigned | Skipped | |
| Hu Lu | 7E100 | Nursing Instruction | Inactive | 08/23/2013 | 07/31/2016 | Not Assigned | Nursing | 7E100 | Nursing Instruction | Pending-Optional | |
| Ma | 40550 | Ctr For Applied Energy Res | Inactive | 08/02/2018 | 07/29/2019 | Not Assigned | VP Research | | Not Assigned | Remove | |
| Ku | 7A730 | Division of Periodontics | Active | 01/14/2019 | 01/13/2020 | Holliday, Doc | Dentistry | 8A850 | Oral Health Practice | Completed | |
| Le | 81018 | International Programs / Ag | Active | 04/22/2019 | 12/31/2019 | Jones, Jane | Agriculture, Food an | 81130 | Community and Leade | Completed | |
| La | 8H600 | Institute for Sustainable Ma | Active | 02/22/2019 | 12/31/9999 | Not Assigned | Engineering | 8H600 | Institute for Sustainab | Pending-Required | |
| Gi | 7H362 | Internal Medicine & Division | Active | 04/14/2017 | 12/31/9999 | Not Assigned | Medicine | 7H350 | Internal Medicine | Pending-Required | Yes |
| Le | 8E660 | Modern & Classical Lang, Lit Future Example | | 10/01/2019 | 2/29/2020 | Lebowski, John | Arts & Sciences | 8E660 | Modern & Classical Lat | NA-Board Action | |