

1. The department chair/unit director reviews the document with the departmental faculty (or committee, as outlined in existing departmental rules) and indicates desired edits using track changes.
2. The Dean's office reviews with track changes and works with Department until meets Dean's office approval; once Dean's office approves they should forward a marked up document to the Associate Provost for Faculty Advancement (APFA) by emailing to [facultyadv@uky.edu](mailto:facultyadv@uky.edu).
3. The Associate Provost reviews with track changes. APFA can request revisions or approve; will notify Dean's office.
4. Repeat review cycle 1-4 until all are parties satisfied with the final revised version. Accept all changes and stop tracking.
5. The Department Faculty votes on the final version;
6. The document is signed and dated by chair, and sent to the Dean.
7. The document is signed and dated by the Dean and sent to APFA by emailing to [facultyadv@uky.edu](mailto:facultyadv@uky.edu).
8. The Associate Provost signs and dates.
9. The Associate Provost sends to the Senate for posting at <https://universitysenate.uky.edu/college-and-unit-rules-and-statements-evidence>.
10. The final approved version should also be retained in the Dean's Office.

#### **Additional Steps for Statements of Evidence**

11. Department faculty individually accept or not, in writing, to be evaluated under the new Statements of Evidence.
  - a. Please note: for updates of Statements of Evidence, faculty are entitled to use the Statements in effect at the time of their hire or most recent promotion, OR use the revised Statements. Thus, prior versions of Statements must be maintained at College level.
12. The written acceptance (or not) of the faculty is filed in each individual's Standard Personnel File. For those who decline the new statement, a copy of the old statement is included in their dossier for promotion and/or tenure.