

**University of Kentucky**  
**Office of Provost**  
**Guidelines for Expediting**  
**Initial Faculty Appointments at the**  
**Rank of Associate Professor or Professor**  
**(with or without tenure)**  
**[Revised 8/01/2013]**

These guidelines are intended to advance the University's interest in hiring outstanding senior-level faculty (at the ranks of Associate Professor and Professor) by permitting such appointments, typically associated with the granting of tenure, to be made as efficiently as possible while still insuring that a rigorous, fair review of each candidate is conducted. Faculty members who are already tenured at external universities, to whom tenured positions at UK are offered after proper vetting at the departmental and decanal levels, including the provision of external letters of recommendation, will be presumed to satisfy the requirements for tenure at UK.

Faculty and faculty administrators involved in evaluating new senior appointments need to respect the dual importance of (a) upholding high standards for initial appointments at the senior ranks, which are often associated with immediate tenure, and (b) making these decisions efficiently in light of the fact that it is sometimes impossible to make offers and negotiate final terms quickly enough to get tenure dossiers into the UK pipeline sufficiently early to secure tenure by the beginning of the next academic year. A commitment to both these principles should enable the University to complete rigorous evaluations of senior-level appointments within one month of the dossier being forwarded from the academic unit in which the appointment will be made.

*Modified Procedures:*

1. Pre-vetting with the Provost's Office. It is strongly recommended that the Dean consult with the Associate Provost for Faculty Advancement well in advance of negotiating an offer with the candidate. The CV and recommendation letters from the candidate's application packet should be sent, along with the Dean's assessment of the candidate. The Associate Provost, in consultation with the Provost, will give a timely response as to the appropriateness of going forward with a tentative offer at the proposed academic rank and, where indicated, with immediate tenure.
2. Preparing the Appointment Dossier. The educational unit administrator is responsible for preparing the dossier for the appointment review. The review process at the college level shall follow *all* policies and procedures stated in AR 2:1-1, except with regard to the

items discussed below.

(a) Solicitation of External Letters. In consultation with the appropriate unit faculty, the educational unit administrator shall determine whether or not the letters of recommendation included in the candidate's application packet for the position provide sufficient evidence of the excellence of the candidate for the purpose of granting tenure at UK. A minimum of three such letters are required. The decision of the unit administrator and unit faculty shall be shared with the dean. If warranted, the dean may require the educational unit administrator, in consultation with the unit faculty, to solicit additional letters.

(b) Performance Evaluations. The educational unit administrator will not be required to ask the candidate under review to provide copies of progress reviews, annual performance evaluations, or the Distribution of Effort forms associated with those evaluations from the individual's current institution.

(c) Teaching Evaluations. The educational unit administrators shall ask the candidate to provide materials on the individual's teaching effectiveness, including a statement on teaching, copies of student evaluations from at least the past three (3) years and representative curricular materials (syllabi and other course materials).

The Provost will typically render a decision on such appointments within one week of receipt of an appointment dossier.