April 1, 2015

COLLEGE OF FINE ARTS

RULES DOCUMENT

Updated April 2015
COLLEGE OF FINE ARTS RULES

The purpose of this College Rules Document is to provide a source of information for the College of Fine Arts (CFA) faculty concerning governance structure, policies, rules of procedure, and basic responsibilities. This document does not form any portion of the contract between faculty and the institution. The language in the document does not supersede or alter the language of official University of Kentucky documents, such as the Governing Regulations, the Administrative Regulations, Procedure Administrative Regulations, the Rules of the University Senate, the Code of Student Conduct, the University of Kentucky Bulletin, or other documents, which are described.

The contents of this document will be reviewed concurrently with the review of the College and on other occasions as deemed necessary. Faculty proposing changes to this document should direct their proposals to the chair of the College Advisory Council for timely consideration by the Advisory Council. The College Advisory Council will initiate the review process. The copy maintained in the Office of the Dean will constitute the official copy of this document.

The faculty should direct questions about departmental/school governance to their respective chair/director.
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Introduction

The College of Fine Arts Rules document outlines for faculty and staff governance structure, policies, rules of procedure, and basic responsibilities. These policies do not supersede, supplement, or alter the language of official University-wide Governing and Administrative Regulations (AR’s and GR’s) or official manuals, such as the Human Resources Policy and Procedure Manual and the Business Procedures Manual.

Faculty and staff proposing changes to this document should direct their proposals to the chair of the College Advisory Council for timely consideration by the Advisory Council. The official copy of the Rules will be posted on CFA’s website.

Faculty and staff should direct questions about departmental/school governance to their respective chair/director.

Mission Statement

The College of Fine Arts mission embraces the concept that the arts are essential to the life of the individual and the community, and expresses this through a dedication to teaching, scholarly research, artistic experimentation, performance, and exhibition.

The College is comprised of four academic units that directly serve the mission of the College: the School of Art and Visual Studies, the Arts Administration Program, the School of Music, and the Department of Theatre and Dance. The Singletary Center for the Arts, the College’s performing arts facility, supports the School of Music and presents national and international artists and speakers to facilitate the College’s mission of providing artistic and cultural experiences for the education and benefit of students, the University, and the Commonwealth. The Art Museum at the University of Kentucky is Central Kentucky's premier accredited art museum with a collection of more than 4,500 objects. The Museum reaches more than 10,000 students and teachers annually throughout Kentucky.


The College Mission encompasses teaching, research, and service. Faculty endeavor to:
A. Provide quality professional and pre-professional education for visual and performing artists, arts administrators, scholars, and teachers; offer general arts courses and a variety of arts experiences for the University community leading to an appreciation of the arts and their application to the human condition.
B. Extend the boundaries of knowledge and experience through nationally and internationally recognized scholarly research, creative research, performance, and exhibition.

C. Play a major role in the cultural life of the University and Commonwealth; encourage cultural diversity and enhance the quality of life through access to the arts for all constituencies; work as a partner with other educational and cultural institutions, business, and industry; and serve as a state-wide resource for the arts.

Vision

The College of Fine Arts pursues excellence as it explores creativity, creative problem solving, analysis and discovery. Through this exploration the College reaches out to individuals to affect personal, economic, and social change.

Values

The arts index our culture and our collective humanity. The arts enhance the quality of the community as well as of the individual and they serve life-long learning. The arts promote collegiality and collaboration. They foster understanding of others and an appreciation of the complexity of the human experience. As the only college of fine arts in Kentucky, the College takes its responsibility to foster, promote, analyze and create the arts for the benefit of the Commonwealth as the heart of its mission.

Chronology of the College – updated by Ron Pen, Professor of Music

1865 Founding of the Agricultural and Mechanical College of Kentucky
1865 College of Science, Literature, and Art formed
1881 Initial music, art, and drama courses offered
1902 Kentucky State College Glee Club formed
1903 Captain Byroade's Military Band established
1910 The Strollers Dramatic Society is formed (first production is Richelieu)
1918 President McVey forms the Departments of Art and Music
1918 Carl Lampert, composer of the "Alma Mater" and of "On, On U of K," named chair of the Music Department
1918 Sunday musicals begin
1918 Cadet Band and the University Orchestra formed and housed in White Hall
1919 President McVey proposed first art exhibition
1920 Four-year teaching diploma offered by Art Department
1922 UK purchases a former African American Consolidated Baptist Church and associated structures on a lot at Winslow and Euclid Streets; one year later the church is used for the Romany Theatre
1925 The Art Department moves from the attic of White Hall to a building on Winslow Street called “The Art Center”
1926 Theatre and performing group continues with a name change; Romany Theatre begins with community and university involvement through the English Department under the direction of Carol Sax.
1927 The Art Center is enlarged with two frame buildings (at a cost of $27,000) to house the Departments of Drama and Music that are moved from White Hall
1928 Romany Theatre becomes the Guignol Theatre under the direction of Frank C. Fowler
1929 Miss Calahan begins the Art Museum
1934 First in-service training for music teachers developed
1934 Initial European Student Tour offered
1937 Department of Music receives National Association of Schools of Music accreditation
1939 Music reorganized with full-time faculty in applied music; Workshop built on the back of the Guignol Theatre
1940 Art Department transferred out of Art Center; Department of Music, Drama, and Guignol Theatre remain
1947 February 10, the Arts Building/Guignol Theatre are destroyed by fire; Department of Music, Department of Art, and Theatre temporarily housed in "The Barracks" Insurance settlement ($43,000) directed towards building the new Fine Arts Building
1948 First graduate degrees in Music conferred
1949 The Department of Art first offers the first Bachelor of Art (BA) in art education
1950 February 19-25 Fine Arts Building dedicated: includes Music, Theatre, and Visual Arts Departments plus new Guignol Theatre (the first production in the Guignol is Medea starring Lucille Little)
1965 Reynolds Studio Art Complex begins operation
1966 Hubert Henderson becomes the first director of the School of Fine Arts within Arts and Sciences and this event was celebrated with a UK Festival of the Arts
1966 D.M.A. degree approved in music teaching
1967 Department of Theatre approved
1970 First D.M.A. conferred (Helen Fulbright)
1970 The Art Department first offers the Master of Fine Arts (MFA) degree
1971 Ph.D. in Musicology approved
1972 Department of Music becomes School of Music under Wesley Morgan
1976 College of Fine Arts formed; Herb Drennon named acting Dean
1978 J. Robert Wills named Dean of the College
1978 First Ph.D. (musicology) conferred (Kristine Forney)
1978 The Department of Art first offers the Bachelor of Fine Arts (BFA)
1979 Center for the Arts dedicated
1980 Center for Contemporary Art Gallery begins exhibitions
1980 Doctoral programs in music reorganized: D.M.A. in performance and composition; Ph.D. in music includes musicology, theory, and music education
1982 Richard Domek assumes duties as Dean of the College after one year as acting Dean of Fine Arts
1986 Center for the Arts renamed Otis A. Singletary Center for the Arts
1986 Laboratory Theatre renamed Briggs Theatre
1987 Helen Hayes headlines first College of Fine Arts Gala Benefit
1987 College initiates Phonathon
1987 First director of Arts Administration program is appointed
1988 Degree program for Arts Administration approved
1991 UK Friends of Music established
1992 Rhoda-Gale Pollack assumes duties as Dean of the College of Fine Arts
1993 Fine Arts Institute established
1996 College of Fine Arts Dean's Circle established
1996 Opera Theatre program is established and first director is appointed
1998 Robert Shay assumes duties as Dean of the College of Fine Arts
1998 John Jacob Niles Center for American Music is established and the first director is appointed (Ron Pen)
1999 First endowed chair appointment (Gail Robinson, Music)
2000 Lucille Caudill Little Fine Arts Library and Learning Center opened
2000 College of Fine Arts Digital Lab opens
2004 First Fine Arts Cooperative Extension Agent appointed (Pike County)
2006 Fine Arts Living Learning Community opens
2008 Renovations begin for Phase I of the William E. and Casiana Schmidt Vocal Arts Center; the Center opens in 2009
2010 Michael S. Tick assumes duties as Dean of the College of Fine Arts
2011 Department of Theatre institutes the Dance Minor
2011 Master of Music in Music Therapy is approved (collaborative endeavor with UK HealthCare)
2012 Department of Theatre receives accreditation by the National Association of Schools of Theatre
2012 Master of Arts in Arts Administration is approved (the first totally online program in the CFA and the first by a public university in the U.S.)
2012 First cohort of graduate students enrolls in the Master of Music in Music Therapy degree program
2012 The Department of Art is officially renamed the School of Art and Visual Studies
2012 The Art Museum at UK is reassigned from the Office of the Provost to the College of Fine Arts
2012 The University of Kentucky acquires the “University Lofts” property on Bolivar Street to be renovated for use as a new School of Art and Visual Studies facility to replace the Reynolds Building
2013 Musical Theatre Certificate Program approved (collaborative endeavor between the Department of Theatre and Dance and the School of Music)
2013 First cohort of graduate students enrolls in the Master of Arts in Arts Administration degree program
2014 Renovations begin for Phase II of the William E. and Casiana Schmidt Vocal Arts Center; all Voice faculty and Opera Theatre staff relocate from the Fine Arts Building
2014 Department of Theatre is officially renamed the Department of Theatre and Dance
Administration
The administrative structure of the College includes the following positions:

Dean
Associate Dean of Undergraduate Education
Associate Dean of Assessment and Strategic Planning
Associate Dean of Research and Internationalization
Assistant Dean/Chief Financial Officer
Chair, Department of Theatre and Dance
Director, School of Art and Visual Studies
Director, Arts Administration Program
Director, Art Museum at UK
Director, School of Music
Director, Singletary Center for the Arts
Director of Communications
Director of Development
Director of Recruitment
Director, Student Affairs
Student Affairs Officer II
Computer Support Specialist
Administrative Staff Support

Administrative Leadership Responsibilities
Dean
A. The Dean is the chief academic and administrative officer and administrator of the College of Fine Arts, and is responsible for leading the College to advance excellence in teaching, research, and service in a collegial environment.
B. Work effectively with faculty and staff representing the College's academic programs; provide visionary and innovative leadership and supervise the College's strategic planning and budget development.
C. Develop and promote activities that support a large and diverse faculty; oversee faculty recruitment and development, promotion and tenure and the appointment of departmental chairpersons and school directors.
D. Work collaboratively with deans and other UK college units and with major campus-wide centers to promote innovative interdisciplinary teaching and research. Represent the interests of the College and the University to various constituencies both within and outside of the UK community.
E. Work closely with the Office of Development to seek funds from external sources to enhance the College's teaching, research, outreach and service missions.

Associate/Assistant Deans
The Associate and Assistant Deans serve at the pleasure of the Dean. The Dean, in consultation with the Executive Council and the Faculty Advisory Council, determines the responsibilities, assignment and appointment of the Associate/Assistant Deans.
Academic Unit Chairs/Directors
A. Appointment
(For more detailed information, refer to Governing Regulation VIII University Appointments http://www.uky.edu/regs/Administrative/gr8.htm)
B. Duties and Responsibilities
(For more detailed information, refer to Governing Regulation VII University Organization http://www.uky.edu/regs/Administrative/gr7.htm)

FACULTY
A variety of committees is necessary in order that faculty, staff, and students may engage in College business. The Dean and/or the Directors and Chairs appoint members to these committees in accordance with the University’s Governing Rules. Committees are standing or ad hoc. Announcement of membership and terms for all College committees must be distributed annually.

College Congress
The College Congress serves as a primary forum for College-wide communication, deliberation, and consultation on matters pertaining to the College as a whole. Only the College of Fine Arts faculty as defined below (see A. Membership) may take action on recommendations dealing with the academic programs and policies.

A. Membership
1. Eligible members include the Dean; the Associate Deans; all full-time faculty members with the rank of lecturer, senior lecturer, assistant professor, associate professor, or professor; faculty with at least half time and primary appointment in the College of Fine Arts; and full-time staff assigned to the College.

B. Meetings
1. The College Congress shall be held twice a year, during the fall and spring semesters.
2. The Dean shall set the specific date for each College Congress.
3. Additional or special meetings of the College Congress may be called by the Dean, a majority of the members of the College Advisory Council, or 10% of the Membership by written request to the Chair of the College Advisory Council.
4. The Dean of the College, or his/her representative, shall preside over meetings of the College Congress.
5. One-half of the voting members of the College Congress constitute a quorum.
6. The College Congress may delegate responsibilities to committees or other bodies formed from the Congress.
7. The College Congress may elect to follow Robert’s Rules of Order.
8. The Administrative Assistant to the Dean shall send the agenda for meetings, record minutes of the Congress (unless a secretary is appointed by the membership), record attendance, distribute documents as necessary, distribute ballots for votes and distribute minutes electronically to all members.
9. The College Congress may act on business forwarded to it or initiated at the meeting.
10. Each College Congress shall allow new business or topics to be raised from the floor.

**College Faculty Meetings**
It may be necessary to convene a meeting of the College faculty only to consider items of particular importance to the faculty

A. Membership
   1. Eligible members of the faculty are the Dean; Associate Deans; all full-time faculty members with the rank of Instructor, Lecturer, Senior Lecturer, Assistant Professor, Associate Professor, or Full Professor; and faculty with at least half time and primary appointment in the College of Fine Arts.
      a. Lecturers and Senior Lecturers may vote in University Senate elections and are eligible to be elected to the Faculty Senate.

B. Meetings
   1. Meetings are not regularly scheduled, but may be called, and an agenda established, by any of the following:
      a. The Dean
      b. A vote of the College Advisory Council
      c. A vote of the College Executive Council
      d. Petition by at least one-quarter of the College faculty, as defined above
      e. By written request to the Chair of the College Advisory Council
   2. The Dean in collaboration with the College Advisory Council shall set the specific date of the meeting.
   3. The Dean, or his/her representative, or the Chair of the College Advisory Council, will chair meetings.
   4. One-half of the membership constitutes a quorum.
   5. The meeting may elect to follow Robert’s Rules of Order.
   6. The Administrative Assistant to the Dean shall send the agenda for meetings, record minutes (unless a secretary is appointed by the membership), record attendance, distribute documents as necessary, distribute ballots for votes and distribute minutes electronically to all members.
   7. With a quorum, the faculty may act on business forward to it or initiated at the meeting.
   8. Without a quorum, discussions or presentations may occur and recommendation may be referred to the College Executive Council, the College Advisory Council, or the Dean.
   9. New business or topics may be raised from the floor.
Executive Council
The Executive Council serves as both a forum for the College's administrators and as an advisory committee to the Dean on matters related to administrative and academic policies, procedures, and governance issues affecting the College.

A. Membership
   1. The Executive Council, chaired by the Dean, consists of the Dean, Associate Deans, Assistant Dean/Chief Financial Officer, Chair of the Department of Theatre and Dance, Directors and Associate Directors of the School of Music and the School of Art and Visual Studies, Director of the Arts Administration Program, Directors of the Singletary Center for the Arts and the Art Museum, Directors of Development, Communications, Student Affairs, the Computer Specialist II, the Director of Recruitment, and the Administrative Assistant to the Dean.

B. Meetings
   1. The Executive Council meets on a regular basis during the academic year.
   2. The Dean may schedule special meetings as necessary.
   3. A simple majority constitutes a quorum.
   4. The Dean determines the meeting agenda with input from all members.
   5. The Administrative Assistant to the Dean records the minutes of the meetings and distributes them to Council members plus the chair of the College Advisory Council.
   6. Every agenda of the Executive Council shall allow new business or topics to be raised.

Faculty Advisory Council
The Faculty Advisory Council provides a forum for the discussion, formulation, and evaluation of short and long-term strategic goals for the College; the Council will review the CFA Rules document as deemed necessary prior to a review of the Executive Council and the membership of the College.

A. Membership
   1. The College Advisory Council shall include, but need not be limited to, four faculty members (at least two tenured) from the School of Music, three (at least one tenured) from the School of Art and Visual Studies, one (tenured) from the Department of Theatre and Dance and one (tenured or non-tenured) from the Arts Administration Program.
   2. Unit heads will select members for the Council only after consulting with their faculties.
   3. The Dean may appoint two additional faculty members to the Council and may set the term of their appointment, not to exceed two years. All other members of the Council serve a term of two years.
   4. The Dean and the Associate Deans are ex officio, non-voting members of the Council. Neither the Chair of Theatre and Dance, nor the Directors of the Schools
of Art & Visual Studies and of Music, the Arts Administration program, the Singletary Center, or Art Museum may serve on the Faculty Advisory Council.

5. The Chair shall be a full-time faculty member, elected for a one-year term at the first meeting of each academic year from among the voting members, and may be re-elected for one additional one-year term.

6. The Secretary will be elected to serve a one-year term at the first meeting of each academic year from among the voting members of the Advisory Council and may be re-elected for one additional two-year term.

7. Each educational unit with two or more representatives should attempt to stagger the selection of members of the Council so that at least one member is selected for a two-year term each year.

B. Meetings

1. The Faculty Advisory Council will meet regularly during the fall and spring semesters of the academic year.

2. The Faculty Advisory Council may hold a joint meeting with the College Executive Council when called by the Dean.

3. A simple majority constitutes a quorum.

4. The Chair will consult with the Dean to determine the agenda for each meeting.

5. The Chair will serve as a liaison to other College committees as requested by either the Advisory Council or by the Dean.

6. The Chair will review minutes of the College Congress prior to their distribution.

7. The Chair will receive a copy of the agenda and the minutes from each College Executive Council meeting. The Chair will receive minutes of each Advisory Council meeting from the Secretary, submit them to the Dean and distribute them to the members of the Council.

8. The Secretary will keep the minutes of each Advisory Council meeting and submit them to the Chair. The minutes will include a roster of those present and will constitute an official record of discussions, motions offered and action taken by the Advisory Council.

FUNCTIONS AND POLICY MAKING

The College of Fine Arts has several standing committees responsible for tasks that need to be undertaken annually. How members are either selected or elected, and the committees' responsibilities, are delineated under the description pertaining to each specific committee.

Advisory Committee on Appointment, Promotion, and Tenure

The Advisory Committee on Appointment, Promotion, and Tenure Committee shall evaluate the dossiers of candidates seeking promotion and/or tenure in accordance with Administrative Regulation 2:1-1: Procedures for Faculty Appointment, Reappointment, Promotion and the Granting of Tenure [http://www.uky.edu/regs/files/ar/ar2-1-1.pdf] and the specific criteria “Unit Statements on Evidences in Promotion and/or Tenure Dossiers” established by the individual units within the College.
A. Membership
1. Membership shall be composed of three full-time tenured faculty members from the School of Music, two full-time tenured faculty members from the School of Art and Visual Studies, one full-time tenured faculty from the Department of Theatre and Dance; the Dean may appoint eligible faculty representing the Arts Administration Program.
2. Unit heads will select members for the Committee only after consulting with their faculties.
3. One tenured professor will be appointed by the Dean of the College to ensure that there will always be an odd number of voting members.
4. A simple majority constitutes a quorum.
5. The Dean, Associate Deans, Chairs, and Directors are excluded from membership on the committee.
6. Members will serve a two-year, staggered term, one from each unit, when possible.
7. Members may serve successive terms with Dean approval.
8. In the event that a member becomes unable to serve, a replacement shall be chosen according to the methods set out above for the selection of the original member.

B. Chair and Secretary
1. The chair is chosen from the membership by majority vote. In the event that the chair is among those excluded from consideration of a case, a chair pro-temp shall be elected from among the eligible members. The chair is responsible for submitting a written recommendation to the Dean on each case by the deadline set at the first meeting.
2. The secretary is chosen from the membership by majority vote. The secretary shall keep minutes of the non-voting sessions of the committee.
3. Members of the Committee shall be excluded from any participation in that committee’s consideration (including voting) if the affected individual and the committee member are in the same educational unit. However, such excluded members may be asked to respond to questions or clarify items in the dossier.
4. There shall never be fewer than three Committee members considering a case. In the event that the above exclusions reduce the regular membership to fewer than three, an alternate appointed by the Dean will be called to serve.
5. The Dean of the College shall be present to give the charge to the Committee and at any other meeting upon request of the Committee. The Dean's role on these occasions shall be limited to providing requested information and responding to questions.
6. Upon completion of the review, the Committee shall submit a written recommendation to the Dean of the College. This letter must include specific reasons for the recommendation and shall include any dissenting opinions.
Faculty Performance Review Appeals Committee
In support of Administrative Regulation 3:1 *Policies for Faculty Performance Review*, the College’s Faculty Performance Review Appeals Committee will investigate Performance Reviews and make a recommendation to the Dean.

A. **Membership**
1. Membership on the College Faculty Performance Review Appeals Committee shall include one full-time, tenured faculty member from at least three educational units of the College elected by the Dean.
2. The Dean convenes the first meeting when necessary.
3. The chair is chosen from the committee members by majority vote.
4. The chair is responsible for submitting written recommendation to the Dean on each case by the deadline set at the first meeting.
5. A simple majority constitutes a quorum.

B. **Meetings**
1. The Committee will obtain and review all pertinent documents related to the Faculty Performance Review.
2. The Committee shall interview persons involved in the review process including chairs/directors, the Dean, division heads, and other individuals as appropriate.
3. The Committee shall interview the faculty member requesting the appeal.
4. The Committee shall conduct all of its investigatory activities in a confidential manner.
5. Upon conclusion of its investigation, the Committee will make a recommendation to the Dean in writing regarding each case. All members of the Committee must sign the recommendation; dissenting opinions shall be included in this recommendation if agreement among the Committee members cannot be reached.
6. The Dean shall communicate the Committee's recommendation in writing to the faculty member requesting the appeal, and the Dean's decision relative to the appeal.

Curriculum Committee
The Curriculum Committee will investigate and recommend proposals for course changes, new courses, program changes, and degree programs. (For more detailed information, refer to *University Senate Forms* [http://www.uky.edu/Faculty/Senate/forms.htm](http://www.uky.edu/Faculty/Senate/forms.htm))

A. **Membership**
1. Membership on the Curriculum Committee shall include two full-time faculty members from the School of Art and Visual Studies, two full-time faculty members from the School of Music, and one full-time faculty member from the Department of Theatre and Dance. The committee may also include one representative from the Arts Administration Program, appointed by the Dean.
2. Unit heads will select members for the Committee only after consulting with their faculties.
3. Members will serve a two-year, staggered term, when possible.
4. Members may serve successive terms with the approval of the Chair/Director and/or Dean.
5. The Associate Deans and Student Affairs representative are ex-officio, non-voting members of the Committee.
6. The Dean is an ex officio, non-voting member.

B. Meetings
1. Meetings are called only when business is pending.
2. A simple majority constitutes a quorum.
3. The Associate Dean for Research and Undergraduate Education shall receive proposals, record, and forward them to the chair of the committee, the Dean, unit heads, appropriate faculty, and external offices as necessary.
4. The chair shall be a full-time faculty member, elected for a one-year term at the first meeting of each academic year from among the voting members, and may be re-elected for one additional one-year term.
5. The Associate Dean prepares agendas and circulates them to chair of the Committee at least three working days prior to scheduled meetings.
6. The committee must complete initial evaluation of proposals no later than one month after receiving them.
7. The Committee may opt to invite any appropriate person to meet and discuss current proposals with them.
8. The Associate Dean contacts the faculty member and the chair/director listed on the proposal plus any other appropriate person within ten working days, and reports upon completion of the Committee's deliberation.
9. Approved proposals are signed by the Dean and forwarded to the appropriate University Council.

Research and Creative Activity Travel Grants for Tenure-track Professors Committee
The Research and Creative Activity Travel Grants for Tenure-track Professors Committee reviews applications from faculty for College of Fine Arts travel grant funds. For more detailed information, refer to College of Fine Arts Research and Creative Activity Travel Grant Guidelines For Tenure-track Professors (updated April 2014) posted on the CFA website under Faculty & Staff Resources http://finearts.uky.edu/college-fine-arts/facultystaff-resources.

A. Membership
1. Membership includes one elected, full-time faculty representative each from the School of Art & Visual Studies, the School of Music, and the Department of Theatre and Dance. The Committee may also include one representative from the Arts Administration Program appointed by the Dean.
2. Unit heads will select members for the Committee only after consulting with their faculties.
3. Members will serve a two-year, staggered term when possible.
4. Members may serve successive terms with the approval of the Chair/Director, Associate Dean for Research and Undergraduate Education and/or Dean.
5. The Associate Dean for Research and Undergraduate Education, who serves as a facilitator for the committee, is an ex officio, non-voting member.
6. The Dean is an ex officio, non-voting member.

B. Meetings
1. Meetings are called only when business is pending.
2. A simple majority constitutes a quorum.
3. All members of the committee must review applications presented to the committee and vote or make recommendations on the merit of the application.
4. The Associate Dean acts as recording secretary for all meetings and receives applications and forwards them to the committee for consideration.

Ad Hoc Advisory Committee for Faculty in the Arts Administration Program
All faculty assigned to the Arts Administration Program will have a “tenure home” in one of College’s academic units as most relevant to the faculty's research profile and academic training at the time of hire. An Advisory Committee will be formed at the end of the first year of the candidate’s appointment representing faculty from the three academic units within the College to ensure a thorough and fair evaluation of the candidate for the purposes of Faculty Performance Evaluations, Promotion, Tenure, and decisions involving Reappointment, Non-reappointment, and Terminal Reappointment and to provide said faculty with effective professional guidance. The Committee will be charged with assisting the academic unit head in the 2nd and 4th year reviews and will provide leadership during promotion and tenure reviews. Faculty representation will consist of three faculty from the home academic unit, elected by the faculty or, if necessary, chosen by the unit head, and three faculty chosen by the Dean of the College representing the other College units. The Ad Hoc Advisory Committee will refer to the Program in Arts Administration Statements on Evidences in Promotion and Tenure dossiers when weighing each case.

AD HOC COMMITTEES
The Dean may create and appoint ad hoc committees. The function of an ad hoc committee is to undertake a specific charge, normally of an immediate or short-term duration. If the work of an ad hoc committee evolves into a long-term or on-going annual commitment, the Dean may designate the committee a standing committee subject to approval by the College faculty and/or staff as appropriate. The committee's responsibilities, procedures, membership, etc. will then be drafted and incorporated into the College’s Rules document. (For more detailed information, refer to Governing Regulation, Part VII University Organization http://www.uky.edu/regs/Administrative/gr7.htm)

Searches for Chairs/Directors Initiated by the Dean
The Dean consults with the Provost and representative faculty/staff to consider when a search for a program chair/director is necessary. The Dean must receive permission from the Provost to
conduct a search. Upon receiving permission to undertake a search, the Dean informs the unit and a search committee is established (see below).

(For more detailed information, refer to Governing Regulation, Part VIII University Appointments [http://www.uky.edu/regs/Administrative/gr8.htm] and Governing Regulations 2:1:1 Procedures for Faculty Appointment, Reappointment, Promotion and the Granting of Tenure [http://www.uky.edu/regs/Administrative/ar2.1.1.htm])

Search Committees
A. Membership
   1. The Dean consults representative faculty/staff and external groups (as necessary) to initiate formation of search committees with College representation for the following positions:
      a. Chairs of departments and directors of schools
      b. Director of the Singletary Center for the Arts
      c. Director of the Art Museum at UK

B. Process
   1. The Dean consults representative faculty/staff to assist in establishing a diverse and credible search committee, which is essential for a successful search process.
   2. The Dean appoints the chair of the search committee and charges the committee with search goals and the task of writing the position announcement, which must be approved by the Dean.
   3. The University requires that at least one outside source in an appropriate publication or web site should be utilized when posting a position. If the position requires very specific qualifications of an unusual nature, or if protected classes are under-utilized in the unit, advertising in multiple sources regionally, nationally, or internationally may be necessary in order to attract a viable applicant pool.
   4. All positions will be posted online by College’s HR Coordinator.
   5. All application materials should be forwarded to the chair of the search committee, who is responsible for maintaining a folder containing each applicant’s materials; folders will contain a copy of the job description, mailings, copies of all advertisements, correspondence to all candidates, notes outlining committee action, etc. This general search folder will become part of the permanent record of the search, and be filed in the Dean’s office.
   6. Search committee members MUST respect the confidentiality of candidates by exercising great care in seeking references or opinions concerning them. Committee members MUST NOT discuss candidates or talk about proceedings outside of meetings. Contents of the file are subject to the Kentucky Open Records Law.
   7. The faculty and staff, and in most cases appropriate students, are invited to study the credentials of finalists and are provided an opportunity to participate in the interview process.
   8. All finalists must be scheduled to meet with the Dean, who should be provided with each candidate’s supporting materials in advance of their meeting. Meetings
with other administrative and faculty personnel should be considered as appropriate to the position.

9. After campus visits, the committee meets to reach a final decision and makes a recommendation to the Dean.

10. If the Dean accepts the committee's recommendation, this decision is communicated to the faculty. For faculty appointments only, the faculty of the program unit is asked to approve recommendation of the search committee by ballot, agreeing to the recommendation of assignment, rank, and tenure status. In the case of a disputed recommendation, the faculty should be afforded the opportunity for further discussion with the Dean, unit head, and/or the search committee as appropriate to resolve the case and reach consensus. Arbitration of disputes rests with the Dean.

11. The Dean negotiates with the candidate. If deliberations are successful, the committee is dismissed and the committee chair informs unsuccessful finalists of the decision.

12. The Dean writes a "letter of offer" to the candidate, stating salary and other agreements relative to the appointment. When the candidate accepts the position in writing, the faculty and staff are informed of the appointment and the College’s HR Coordinator sends documentation to the Office of Faculty Advancement, Office of the Provost.

**Searches for Faculty and Staff Initiated by Chairs/Directors**

The chair/director consults with representative faculty/staff and the Dean to consider when a search for a faculty and/or staff position is necessary. The Dean makes a recommendation to the Provost for permission to conduct a search. Upon receiving the provost's permission to undertake a search, the Dean informs the unit head. At that time, the Dean and unit head discuss guidelines and procedures for expenditures, including the number of candidates to be brought to campus once initial screenings via phone or SKYPE are concluded.

(For more detailed information, refer to Governing Regulation, Part VIII University Appointments [http://www.uky.edu/regs/Administrative/gr8.htm](http://www.uky.edu/regs/Administrative/gr8.htm) and Administration Regulations 2:1:1 Procedures for Faculty Appointment, Reappointment, Promotion and the Granting of Tenure [http://www.uky.edu/regs/Administrative/ar2.1.1.htm](http://www.uky.edu/regs/Administrative/ar2.1.1.htm))

**Search Committees**

A. **Membership**

   1. The chair/director consults representative faculty/staff to establish a diverse and credible search committee, which is essential for a successful search process.

B. **Process**

   1. For faculty searches, the chair/director appoints the chair of the search committee and charges the committee with search goals and the task of writing the position announcement, which must be approved by the chair/director and in certain divisions, the entire faculty.
2. For staff searches, the chair/director establishes a diverse and credible search committee, which is essential for a successful search process. The chair/director works with HR, Employment Division, and all appropriate faculty/staff to write the position announcement.

3. The University requires that at least one outside source in appropriate publications or web sites should be utilized when posting a position. If the position requires very specific qualifications of an unusual nature, or if protected classes are underutilized in the unit, advertising in multiple sources regionally, nationally, or internationally may be necessary in order to attract a viable applicant pool.

4. All faculty/staff positions will be posted online by the College’s HR Coordinator.

5. All application materials should be forwarded to the chair of the search committee, who is responsible for maintaining a folder containing each applicant’s materials; folders will contain a copy of the job description, mailings, copies of all advertisements, correspondence to all candidates, notes outlining committee action, etc. This general search folder will become part of the permanent record of the search, and filed in the Dean’s office.

6. Search committee members MUST respect the confidentiality of candidates by exercising great care in seeking references or opinions concerning them. Committee members MUST NOT discuss candidates or talk about proceedings outside of meetings. Contents of the file are subject to the Kentucky Open Records Law.

7. The faculty and staff, and in most cases appropriate students, are invited to study the credentials of finalists and are provided an opportunity to participate in the interview process. (Expenses for such visits are the responsibility of the academic unit.)

8. All finalists must be scheduled to meet with the Dean, who should be provided with each candidate’s supporting materials in advance of their meeting. Meetings with other administrative and faculty personnel should be considered as recommended by the Dean and the unit head.

9. After campus visits, the faculty and/or search committee is asked to recommend candidates for hire to the chair/director for approval by the Dean agreeing to the recommendation of assignment, rank, and tenure status. In certain divisions, search committees dissolve once the campus visits are decided and faculty make the recommendation to unit head to hire. In the case of a disputed recommendation, the faculty should be afforded the opportunity for further discussion with the Dean, unit head, and/or the search committee as appropriate to resolve the case and reach consensus. Arbitration of disputes rests with the Dean.

10. If the faculty and unit head agree, the chair/director makes the recommendation to the Dean and the Dean negotiates with the candidate. If deliberations are successful, the committee is dismissed and the unit head informs unsuccessful finalists of the decision.

11. The Dean writes a "letter of offer" to the candidate, stating salary and other agreements relative to the appointment. When the candidate accepts the position in writing, the faculty is informed of the appointment, the College’s HR coordinator sends documentation to the Office of Faculty Advancement, Office of the Provost.
GENERAL COLLEGE POLICIES

Senate Election Procedure

Eligible Faculty Members for University Senate Elections. According to the applicable policies in HRP&P 4.0 on the terms of employment of various categories of faculty employees, and in GR VII.A.4, AR 2.5, AR 2.6, AR 2.9, the members of your College Faculty who are automatically eligible to vote and be elected in these Senate elections are the regular full-time tenured and tenure-eligible faculty at or above the rank of Assistant Professor, except for those appointed at or above the level of department chair or who have 50% or more time assigned to administrative activities*.

In addition, the 'automatic' College Faculty members can allow regular, full-time employees of the College in the Lecturer Series, Clinical Title Series and Research Title Series to have the privilege to vote in and stand for election in the elections to the University Senate, by conferring to these employees the privilege of membership in the College Faculty*.

http://www.uky.edu/Faculty/Senate/rules_regulations/index.htm

Sabbatical Leave Policy/Deadlines for Submission


Faculty applying for sabbatical leave must submit a written proposal to the appropriate department chair/director by the second Wednesday of December for the following fall and the second Wednesday of May for the following spring. Sabbatical leave proposals are considered for approval by the unit chair/director, Dean, and the Provost based upon the merits of the proposal and whether the faculty member's assigned duties can be effectively covered.

Leaves of Absence (for Faculty)
The University of Kentucky offers various leave opportunities in addition to the sabbatical leave.

(For more detailed information refer to Governing Regulation, Part X Regulations Affecting Employment http://www.uky.edu/regs/files/gr/gr10.pdf; Provost memo, Faculty Temporary Disability Leave Taken During the Assignment Period Revised November2009 http://www.uky.edu/Provost/APFA/Policy_Protocol/Faculty_TDL_Policy.pdf; and Human Resource Policy # 88.0: Family and Medical Leave http://www.uky.edu/hr/policies/family-and-medical-leave)

Leaves of Absence include:
A. Vacation Leaves (All full-time faculty members on a ten-month, eleven-month, or twelve-month assignment basis)
B. Temporary Disability Leave (Maternity Leave and FML – Family and Medical Leave)
C. Leaves With Pay
D. Leaves Without Pay
E. Educational Leave
F. Scholarly Fellowship Leave
G. Entrepreneurial Leave
H. Other Leaves with Pay

The College of Fine Arts requests that faculty and staff who are unable to report to work, notify their supervisors as soon as possible, but no later than two hours after they are scheduled to work.

**Conflict of Interest (Faculty)**
The following University and State regulations pertain to financial conflict of interest. If you have questions or need assistance with a specific situation, please contact the Office of Sponsored Projects Administration.

AR 7:2 *Research Conflict of Interest and Financial Disclosure Policy*  
[http://www.uky.edu/regs/files/ar/ar7-2.pdf](http://www.uky.edu/regs/files/ar/ar7-2.pdf)

AR 7:9 *Institutional Conflicts of Interest Involving Research*  

AR 3:9 *Consulting and Other Overload Employment*  

GR XIV *Ethical Principles and Code of Conduct*  

(For more detailed information refer to *Ethics and Compliance*, Office of Legal Council  
[http://www.uky.edu/Legal/](http://www.uky.edu/Legal/))

**Faculty Overload and Consulting (Faculty)**
Any faculty member engaged in consulting or overloads (internal or external) must complete the following.
A. Internal Overload
   1. The faculty will submit requests for payments to the College HR Coordinator with the following information: Name and description of internal activity, account number or account title to be charged, beginning and end dates covered by request, total number of days of internal activity involved (one hour = 0.125 day), and compensation rate.
   2. After the HR Coordinator inputs the information the faculty will be prompted to log onto SAP (myUK) and confirm the overload information.
B. External Overload
1. Paid or unpaid work conducted “outside” the University. The faculty member will enter the required information directly into SAP (myUK).

(For more detailed information refer to AR 3:9 Consulting and Other Overload Employment [http://www.uky.edu/regs/files/ar/ar3-9.pdf])

**Student Advising Policy**

Professional advisors in the Dean’s Office advise all College of Fine Arts first-year students. Upon reaching sophomore status, students in the School of Art and Visual Studies and the Department of Theatre and Dance are assigned a faculty advisor/mentor in their major department. Juniors in Arts Administration may be assigned a faculty advisor/mentor in their major department. Students in the School of Music are advised by professional advisors in the Dean’s Office and also have faculty mentors in their performance areas. Seniors are advised to make an appointment for a degree audit with the Director of Student Affairs in the Dean’s Office at least one semester prior to their graduation date.

Students transferring from another university or community college or from another college on campus will be advised initially by a professional advisor from the Dean’s Office before being assigned an advisor/mentor in their department.

Students are responsible for their own academic program. All CFA students will receive an email with detailed instructions about registration advising one month before priority registration. Every undergraduate student has an electronic advising hold that must be lifted each term before the student will be able to register for classes. It is the student’s responsibility to schedule an appointment to meet with his/her advisor. At that appointment, the advisor and student discuss potential courses for the upcoming term and record these on an advising form. The advisor keeps one copy of the form. If any special documents are needed for a student to register in a course, it is the student's responsibility to secure these before coming to the Dean's Office with his/her advising form. The student then brings the rest of the advising form to the Dean’s Office to have the advising hold lifted, whereupon the student receives a copy of the form. The student will then register online when his/her registration window is open. Should the student miss his/her primary registration window, the same procedure applies in order for the student to be able to register during the secondary registration windows. Students are encouraged to use APEX, UK’s online degree audit system, to assist with planning coursework prior to meeting with their advisors.

**College Procedure for Student Academic Appeals**

Faculty members who receive a request to meet with a student regarding an academic appeal or complaint must do so and discuss the concern with the student in an unbiased manner. If desired, the faculty member may elect to have the director/chair (or associate director) present at this time. If the faculty member cannot resolve the issue, he/she may refer the student to the unit head, if that person was not present, or to the Associate Dean for Research and Undergraduate Education. At any time the faculty member may consult with the Associate Dean for Undergraduate Education or the Academic Ombud [http://www.uky.edu/Ombud/].
(For more detailed information refer to Senate Rules 6.0 Section VI: *Student Academic Affairs* [http://www.uky.edu/Faculty/Senate/rules_regulations/](http://www.uky.edu/Faculty/Senate/rules_regulations/))

**Computer Policy**
(For more detailed information refer to Administration Regulations 10:1 *Policy Governing Access To and Use of University Information Technology Resources* [http://www.uky.edu/regs/files/ar/ar10-1.pdf](http://www.uky.edu/regs/files/ar/ar10-1.pdf))

In the College of Fine Arts, this policy is implemented in the following ways:
A. The College IT Support Specialist administers, manages, and supports all university-owned computers and peripherals.
B. Only College IT personnel may work on computers.
C. The IT Support Specialist must be consulted prior to all computer hardware/software purchases and receive copies of all computer hardware/software purchase orders; unit heads must approve all purchases.
D. The IT Support Specialist will maintain administrative accounts on all computers for support purposes.
E. A standard configuration of components and software (both PC and MAC) will be used for all faculty and staff members; configurations will accommodate SAP, graphics, music programs, etc.
F. All computers must be placed on university inventory; computers that are not inventoried will not be supported by IT.
G. All computer hardware will be imaged and inventoried by IT prior to their release to faculty and staff.
H. Faculty and staff may request permission to take computers home should it be necessary for their jobs. Requests must be made via email to unit heads, with copies to the college IT Support Specialist and to the Assistant Dean/CFO.
I. Computers older than six years cannot be supported off campus.
J. Only computers that can be accessed remotely or brought to campus will be serviced.
K. Only one (1) computer per person will be purchased and supported unless approved by the Dean.

**Faculty Performance Review Process**
Administrative Regulation 3:10 *Policies for Faculty Performance Review* ([http://www.uky.edu/regs/files/ar/ar3-10.pdf](http://www.uky.edu/regs/files/ar/ar3-10.pdf)) mandates regular reviews of the performance of each faculty member for the primary purposes of guiding individual faculty members and department chairs in the continuing improvement of faculty; informing decisions about merit raises and salary adjustments; and providing a source of information for decisions about appointment renewal, promotion, and tenure. Performance reviews document areas of strength and weakness related to expectations agreed on between the unit head and the individual faculty member.
A. Policies
   1. The performance of tenured faculty will be reviewed annually or, at the discretion of the dean, during the first year of each biennium with the rating applying for the
biennium. Any tenured faculty employee, upon request, shall be granted an annual review.

2. The performance of non-tenured faculty will be reviewed annually. Special attention will be given to the evaluation of persons in their first year of employment to maximize effective guidance.

3. Faculty exempt from review may request a voluntary review.

4. Faculty members on sabbatical leave are responsible for submitting their materials and the teaching portfolio for Faculty Performance Review according to the calendar established by the College and University.

5. The performance review will determine for each faculty member both a quantitative assessment and a qualitative judgment of his or her effectiveness and progress in the following activities during the calendar year consistent with the Distribution of Effort (DOE), including:
   a. Teaching and Advising
   b. Research and/or Creative Activity
   c. Service -- University, Public, Professional, etc.

B. Procedures
   1. At the beginning of fall semester faculty who are being evaluated should fill out the Faculty Performance Report Form, which is posted on the CFA website under Faculty & Staff Resources (http://bit.ly/1tgQq89).

   2. Each faculty member will assemble and continue to develop a Teaching Portfolio documenting the faculty member's reflections and philosophy of teaching. The contents of this Portfolio are stipulated in the University's Administrative Regulation 3:10 Policies for Faculty Performance Review, Appendix I (http://www.uky.edu/regs/files/ar/ar3-10.pdf).

   3. Faculty should provide evidence of scholarly and creative activities, whether completed or in progress; applications for grants; fellowships and leaves; and professional honors or awards and any additional documentation in regards to research and service activities, in support of each unit’s “Evidences for Promotion and Tenure,” on file at the Senate website and also available from each unit chair and/or director.

C. Review Process
   1. The review process follows a calendar established by the Office of the Provost, and distributed at the beginning of the fall semester. Based on this calendar, the College sets dates for:
      a. Submission of Teaching Portfolios and Faculty Activities Summary Form to unit chair/director. (The Faculty Activities Summary Form is posted on the CFA website under Faculty & Staff Resources http://finearts.uky.edu/college-fine-arts/facultystaff-resources).
      b. Completion of Faculty Performance Evaluation by the unit chair/director and submission to the Dean. (The Faculty Performance Evaluation Form is posted on the CFA website under Faculty & Staff Resources http://finearts.uky.edu/college-fine-arts/facultystaff-resources).
      c. Communicating the results of the Faculty Performance Evaluation to each faculty member.
d. Appeals by faculty members to the College Appeals Committee (For more detailed information, refer to Administrative Regulation 3:10 Policies for Faculty Performance Review http://www.uky.edu/regs/Administrative/ar3.10.htm)

e. Dean’s decision concerning the appeal.

f. Submission of final appeal to the Office of the President.

2. Faculty members will receive one of the following four ratings in each of three areas (Teaching and Advising; Research and/or Creative Activity; Service -- University, Public, Professional, etc.):
   a. Below Expectation
   b. At Expectation
   c. Above Expectation
   d. Outstanding

3. Each faculty member's evaluation will include comments from the chair/director and may include comments from the Dean. Faculty will receive a numerical cumulative rating for each evaluation period.

4. Faculty members may appeal their evaluation through the process outlined above.

**Distribution of Effort (DOE)**

A. A written agreement, the Distribution of Effort (DOE) Agreement, shall be developed no less than annually between each faculty member and the appropriate chair/director. This agreement, signed by the faculty member, chair/director, and Dean, establishes percentages for Teaching and Advising; Research and/or Creative Activity; Service -- University, Public, Professional, etc.

B. In case of lack of agreement on the distribution of effort, the Dean will become involved in resolving any differences. (For more detailed information, refer to Administrative Regulation 3:8 Appendix II: Faculty Workload Policy Statement http://www.uky.edu/regs/files/ar/ar3-8.pdf and Administrative Regulation 3:10 Policies for Faculty Performance Review http://www.uky.edu/regs/files/ar/ar3-10.pdf)

(For more detailed information, refer to Administrative Regulation 2:1: Procedures for Faculty Appointment, Reappointment, Promotion and the Granting of Tenure http://www.uky.edu/regs/files/ar/ar2-1-1.pdf)

**Performance Reviews of Lecturers and Part-time Instructors**

A. Renewal of appointments of lecturers and part-time faculty is at the discretion of the unit head in consultation with the faculty in the relevant unit.

B. Lecturers should submit annually a dossier relevant to their duties and responsibilities.

**Guidelines for the Preparation of a Promotion and Tenure – Suggested Dossier Format**

**Table of Contents**

A. Part One: Primary Materials
   1. Section I
      a. Dean's letter
2. Section II  
b. College Advisory Committee on Promotion and Tenure's letter
3. Section III  
a. Chair/director's recommendation
4. Section IV  
a. Candidate's Curriculum Vitae
5. Section V  
a. Personal Data  
b. DOE's since last promotion  
c. Faculty Performance Evaluation  
d. Waiver of prior service, if applicable  
e. Special Title description, if applicable
6. Section VI  
a. Letters from External Evaluators  
b. List of external evaluators identifying evaluators selected by the candidate and those selected by the unit head  
c. Brief biographical information on each evaluator  
d. Vitae for each external evaluator
7. Section VII.  
a. Internal Letters  
b. Roster of department/school faculty members and their academic rank  
c. Written opinions from participating department/school faculty members  
d. Written opinions from other faculty members consulted  
e. Student/alumni letters
8. Section VIII  
a. Procedural Steps Used

B. Part Two: Supporting Materials
1. Section I  
a. The Teaching Portfolio  
   • Personal statement of philosophy of teaching  
   • Syllabi  
   • Samples of teaching materials, quizzes, exams; teaching evaluations and written comments  
b. Other materials (letter of support from university colleagues, students, etc.)
2. Section II  
a. Research/Creative Activity  
   • Candidate’s personal statement on research (see section on Candidate’s Responsibility)  
   • Scholarly and creative productivity
3. Section III  
a. Service  
   • University, Public, Professional, etc.
4. Section IV  
a. Additional Supporting Materials
Responsibilities of the Chair/Director

The chair/director is responsible for preparing a thorough and accurate dossier following the suggested guidelines above.

A. External evaluators
   1. After consulting the faculty and the candidate, the chair/director is responsible for soliciting six external evaluators (see #3 below).
   2. The chair/director is responsible for writing a brief biographical statement on each external evaluator; all external evaluators should be asked to submit an up-to-date Curriculum Vita with their letter.
   3. A minimum of six external letters must be obtained by the chair/director from qualified persons outside the University. Two of these should be selected from a list of four to six names provided by the candidate; these should be clearly indicated in the dossier. The other four should be from outside that list. (Note: The candidate's participation extends to supplying the chair/director with addresses, telephone numbers, plus brief biographical data for prospective external referees.)
      a. External evaluators should be asked to comment on research/creative activity in specific terms. It is important that they compare the quality of performance and the productivity of candidates with other individuals of similar rank or experience. Further, they need to indicate specifically the nature of their relationship with the candidate and their knowledge of the candidate's work.
      b. Letters from former professors, close friends, and former faculty colleagues may be accorded less weight than those from impartial evaluators unless they are recognized leaders in the candidate's field of specialization.
      c. It is imperative that the chair/director send samples of the candidate's work to the external evaluators, and the dossier should indicate what work was sent. The chair/director should consult with the candidate about the samples of work to send.
      d. For faculty whose creative activity is in the area of performance/exhibition, at least one (or more) of the external evaluators may be invited to an on-site event during the last full year of the candidate’s review when deemed appropriate; expenses must be covered by the academic unit.
      e. External evaluators should be informed that the University operates under the open record law and, therefore, letters cannot be confidential.
      f. All external letters received must be included in the dossier.
      g. The Administrative Regulations provide that the letters from external evaluators shall be made available to all tenured faculty members in the candidate's department/school prior to the faculty providing their individual written judgments to the department chair/director.

B. Internal Letters
1. The chair/director is responsible for requesting evaluative letters from all tenured members of the department/school, directors of any multidisciplinary research centers or institutes with which the affected individuals are or will be associated. All full-time, non-tenured faculty members with the actual or equivalent rank of assistant professor or higher who have been members of the department/school for two years are required to write letters. All letters requested shall be included in the candidate's dossier.

2. The chair/director may obtain written opinions, particularly about instruction and advising, from selected students.

C. Procedural Steps Used by Individual Units
1. The chair/director should write a description of the procedural steps used within the department/school to conduct the candidate's review.

Responsibilities of the Candidate
The candidate is responsible for preparing the dossier, which should be bound in a notebook and should include a Table of Contents and be clearly tabbed. The following offers a more specific explanation of the information required.

A. Personal Statement on Research
1. This statement should identify the candidate's most significant professional contributions over the past six years and clarify any accomplishments that may otherwise remain confusing to reviewers. It is also appropriate to include an overview of the candidate's research objectives and plans. Ordinarily, this statement should not be longer than three to five pages in length.

B. Scholarly and creative productivity
1. Include in this section articles, books, catalogues, images of artworks, scores, sound or video recordings of performances, and other documentation of scholarly and research productivity. Additional materials may include:
   a. Reviews by external and internal referees.
   b. Works accepted for publication, exhibition, and/or presentation but not yet released.
   c. Grant, contract, and/or award proposals. Indicate proposals funded, proposals pending, and if desired, proposals not funded. The status of each proposal included should be indicated in the curriculum vitae.
   d. Lists and/or copies of citations related to research/creative activity.
   e. A written statement explaining the contents of images, sound recordings, videotapes, and films, etc.

C. Service
1. Include all information and/or materials relating to professional, university, and/or public service for the past six years. When appropriate, candidates may include a personal statement commenting on the breadth, depth, and selected focus of their service.

D. Optional Supporting Materials
1. Material in this section may include the following:
a. Any number of solicited letters that can objectively and fairly evaluate your teaching, research, and/or creative activity.
b. Copies of correspondence related to publications and scholarly or creative productivity, such as letters from editors or conference organizers that comment on the quality of your work.
c. Copies of letters of appreciation from past students, which comment specifically on advising and/or classroom teaching.
d. Copies of letters of appreciation from individuals or public groups.

**College Of Fine Arts Statement Regarding Research**

For the College of Fine Arts, research is interpreted according to the following statement:

A. Faculty of the College of Fine Arts explore the diversity and complexity of human experience through research that is predicated on the understanding, analysis, and use of creative processes. This research employs a wide variety of tools, methods, avenues of expression, and laboratories.

B. Research in the College generally falls into two broad areas. One includes the history, criticism, theory, pedagogy, and technology of the arts. The results of research in these fields are disseminated through books, articles, catalogues, appropriate technological media and presentations at scholarly meetings. The other broad area includes creativity and performance. This type of research is presented through public performance and exhibition, audio and visual recording, applications of technical innovations, and significant arts administration practice including administering, managing, producing, directing, editing or curating.

**2nd and 4th Year Reviews of Untenured Faculty**

A. The reviews of untenured faculty are based on the specific criteria outlined in the “Unit Statements on Evidences in Promotion and/or Tenure Dossiers” established by the individual units within the College. (For more detailed information, refer to each Academic Unit Statements of Evidence:

http://www.uky.edu/Faculty/Senate/rules_regulations/college_department_rules/fine_arts.htm)

1. School of Art and Visual Studies
   a. [Art Statements and Evidence](#)

2. School of Music
   a. [Division of Theory and Composition Statements of Evidence](#)
   b. [Division of Musicology and Ethnomusicology Statements of Evidence](#)
   c. [Division of Music Education and Music Therapy Statements of Evidence](#)
   d. [Division of Music Performance Statements of Evidence](#)

3. Department of Theatre and Dance
   a. [Rules and Statements of Evidence](#)

4. Arts Administration
   a. [Promotion and Tenure Guidelines](#)
   b. [Regular Title Series Statements of Evidence](#)
   c. [Special Title Series Statements of Evidences](#)