Standard Operating Procedure for Voluntary Faculty Appointments
Initial and Re-appointments
Revised September 20th, 2024

Overview

Voluntary faculty employees have an official faculty appointment and devote part of their time to a program in an educational unit. In addition to contributing to the education of our future professionals, Voluntary Faulty receive benefits that include access to the UK Libraries, access to several recreational and continuing education opportunities, and access to employee discounts, etc. Following appointment, you may request a UK Linkblue account which will give you access to these.

Process

1) Department Chair appoints the Voluntary Faculty Committee (VFC) *If desired*
2) Department identifies Voluntary faculty through recruitment by faculty or AHEC staff, or through the Voluntary Faculty Interest form on the CHS website. *(Interest forms are sent directly to the Clinical Coordinators and Staff in each department for review at time of submission)*
3) Verification of Credentials
    a. IF **AHEC** identifies Voluntary Faculty (VF) for consideration, AHEC will verifiy credentials and refer the candidate to Department Chair for review.
    b. IF **Department(s)** recruit potential voluntary faculty member, Department will perform a license/credential check as part of consideration.
    c. **If self-referred to the Department,** Department will preform a license credential check as above.,
4) The Department will request a copy of the CV and request that the candidate submit a [voluntary faculty application](#) *(Voluntary application will be sent directly to CHS OFA staff and clinical coordinators/department staff after submission)*
5) The Department will either send the voluntary faculty packet to the VFC committee for review or it will be voted on at a department meeting
6) After Department approval, Department Chair will generate a memo recommending appointment and will notify OFA staff to process a voluntary faculty appointment.
    a. Documents to send to OFA include:
        i. CV
        ii. Application
        iii. Documented verification of licensure (if indicated)
        iv. Chair memo with documentation of faculty vote
7) OFA Staff Member will complete appointment in Faculty Database,
    a. Obtain a memorandum from the Dean for submission
    b. Enter voluntary faculty member's information into the Faculty Database and generate E02.
    c. Send E02 to voluntary faculty member for signature and copy AHEC for tracking.
    d. Send completed packet to Provost Office and change board action in Faculty Database to Provost level and copy AHEC.

    e. Retain all documents (application, CV, Chair memo, Dean memo, signed E02, licensure, TCC form (if needed)) in SPF

    f. <u>Notify the Department Chair and appropriate Program Director/Clinical Coordinator when the appointment is approved. Provide warm hand off to AHEC of voluntary faculty member.</u>

8) Department Chair(s) or designee sends a welcome email from the college to voluntary faculty members

9) AHEC team sends a welcome message to explain benefits and to process Link Blue ID if desired by faculty member

10) Fully approved and executed E02s are sent by Provosts Office back to OFA staff who then retains them in the SPF

11) **At time of the renewal (at or before 5 years)**, the OFA will run a report from Faculty Database and send a list of faculty that are eligible for renewal to the Chair.

    a. The Chair will consult the Voluntary Faculty Committee or faculty at large, and advise OFA of faculty for whom they wish to request re-appointment during the re-appointment process.

        i. Chair or designee will confirm email address and other contact information for faculty for whom re-appointment is recommended

        ii. If re-appointment is recommended, OFA staff processes EO2 obtains signatures, and follows procedure outlined above

        iii. If re-appointment is NOT recommended, Administrative Services Assistant obtains memo from the Dean to have the appointments terminated via BOT

Resources:

[Voluntary Faculty Website](#)

[Voluntary Faculty Application](#)

[Voluntary Faculty Interest Form](#)

[Voluntary Faculty Program Benefits](#)