

Preston V. Dilts, Associate Professor (with tenure), Department of Obstetrics and Gynecology, College of Medicine, changed to Associate Clinical Professor, Department of Obstetrics and Gynecology, College of Medicine (Voluntary Faculty)

Beverly Ann Smith, Instructor, Department of Obstetrics and Gynecology, College of Medicine, changed to Clinical Instructor, Department of Obstetrics and Gynecology, College of Medicine (Voluntary Faculty)

Martha Vazquez, Assistant Professor, Department of Pathology, College of Medicine, changed from Assistant Professor with waiver of nepotism to UK/VA faculty where no longer under direct supervision of husband, Dr. J. J. Vazquez

Philip Weiler, Associate Clinical Professor, Department of Community Medicine, College of Medicine (Voluntary Faculty), changed to Associate Clinical Professor (part-time), Department of Community Medicine, College of Medicine

Barone Angelo, Instructor, Jefferson Community College, changed from Terminal Reappointment to Reappointment

Gunnar Oscar Hansen, Assistant Professor, Jefferson Community College changed from Terminal Reappointment to Reappointment

Leaves of Absence

Edward P. Engels, Assistant Professor, Department of Radiation Medicine, College of Medicine, leave without pay for the period October 1, 1972 through June 30, 1973

Jan D. Hasbrouch, Associate Professor (with tenure), Department of Anesthesiology, College of Medicine, sabbatical leave for the period January 15, 1973 through July 16, 1973

Jesse E. Siskin, Associate Professor (with tenure), Department of Cell Biology, College of Medicine, sabbatical leave at half-salary for the

Behavioral Science

Terminal Reappointments

- K. M. Nooning, In structor, Department of Computer Science, College of Arts and Sciences
- James London, Associate Professor of Music (Applied)*, Department of Music, College of Arts and Sciences
- Richard A. Kramer, Assistant Professor, Department of Mathematics, College of Arts and Sciences
- Edward T. Ordman, Assistant Professor, Department of Mathematics, College of Arts and Sciences
- J. Patrick Ryan, Assistant Professor, Department of Mathematics, College of Arts and Sciences
- Mian M. Abbas, Associate Professor, Department of Electrical Engineering College of Engineering
- Robert L. Boggess, Associate Professor, Department of Electircal Enginee College of Engineering

* Special Title Series

https://exploreuk.uky.edu/catalog/xt75hq3rvb4c?q=%22terminal+reappointment%22+AND+board+AND+minutes&f%5Bpub_date_sort%5D%5B%5D=1973&per_page=20#page/42/mode/1up/search/%22terminal+reappointment%22+AND+board+AND+minutes



Minutes of the University of Kentucky Board of Trustees, 1973-05-may8.

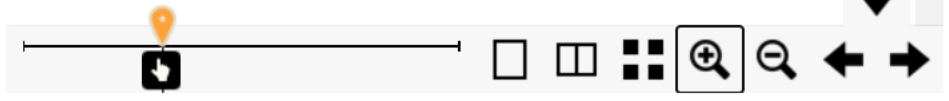
Date 1973058

Download JPEG

Terminal Reappointments

- Hayden Watkins, Assistant Extension Professor*, Department of Agronomy, College of Agriculture, effective July 1, 1974
- David F. Burg, Assistant Professor, Department of English, College of Arts and Sciences, effective August 1, 1974
- Vincent A. DiMartino, Instructor, School of Music, College of Arts and Sciences, effective August 1, 1974
- Joseph Peter Johnson, Assistant Professor, Department of Mathematics, College of Arts and Sciences, effective August 1, 1974
- Katherine M. Nooning, Assistant Professor, Department of Computer Science, College of Arts and Sciences, effective August 1, 1974
- Ray Bernardi, Assistant Professor of Student Teaching*, Department of Vocational Education, effective August 1, 1974
- Robert E. Johnson, Instructor, Department of Health, Physical Education and Recreation, College of Education, effective August 1, 1974
- Uri Gat, Assistant Professor, Department of Mechanical Engineering, Coll of Engineering, effective August 1, 1974

https://exploreuk.uky.edu/catalog/xt7pnv996k93?q=%22Nooning%22+AND+1973&f%5Bformat%5D%5B%5D=minutes&f%5Bpub_date_sort%5D%5B%5D=1974&per_page=20#page/31/mode/1up/search/%22Nooning%22



Minutes of the University of Kentucky Board of Trustees, 1974-04-apr2.

Date

Download JPEG of this page

Scollay offered brief comments on the data the Committee generated and has updated since the initial report was made. She handed out copies of the Majority Report, which was published in March, 1994. She also handed out a paper entitled "Trends in the Gender Composition of Full-time UK Employee Community by Major Function (1982-1996)". Scollay commented on salient points and noted the general lack of change in the numbers since the initial report was made.

The Chair called for comments, questions. Powell noted that the final report on the AAMC mandates an increase of women in leadership roles in Medical Schools and suggested that that would be a good area for the Committee to monitor. She also suggested that it would be good to have a women and minority committee representative on the proposed promotion and tenure Task Force.

LaGodna noted this would not be the last time to discuss these issues and thanked Bratt for her dedication over the last ten years. Scollay mentioned that some good things have come out of the efforts of the Committees. One is that the university contribution toward staff retirement is now equitable, and another is that individual women have been empowered.

The Chair stated that the Committee will be continued since its work is obviously not concluded.

The Council thanked the guests and they departed.

4. Medical Center Research Title Series Question. D. Powell

Handouts were distributed at the beginning of the meeting. The Chair asked Dr. Powell to present the issue.

Powell said the issue was called to her attention in an e-mail message she received that said all current and new R(earch) T(itl) S(eries) faculty would be given terminal appointments, regardless of funding status.

She pointed out that in many cases, the salaries of the Research Title Series faculty are exclusively from grant monies and that their appointments run according to the number of years they are funded by grants. She also discussed the policy (prior to this most recent action) for those RTS faculty whose grants have expired or are close to expiration. Some of the chairs are very concerned and do not want to give blanket terminal appointments but have been instructed to do so. Until the ARs are changed, the Dean has issued a letter stating the new policy. A copy of that letter was distributed.

Powell urged the Council to think seriously about the role of the faculty in this. The crux is, why are we being forced to go against the current AR? Powell noted the procedure she intended to follow relative to her own departmental RTS faculty appointments.

Discussion followed after which LaGodna asked what action Powell wanted to see the Council take. Powell noted that at the least we need to meet with Phyllis Nash,

May 31, 1996

Prof. Gretchen E. LaGodna
Senate Council Office-University
10 Administration Bldg.
CAMPUS 0032

Dear Gretchen:

I appreciate your thoughtful letter of May 9 and want to assure you that the Deans and I are also concerned about the Research Title Series faculty and have been striving for some time to try to implement a better method to both comply with the University's Governing and Administrative Regulations while also fulfilling our fiscal responsibilities.

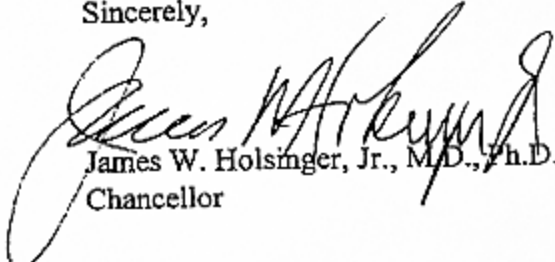
I think that the Terminal Reappointment contracts which were recently distributed to the Research Title Series faculty generated a great deal of concern. Our wording did not express clearly our intent to function in accordance with University Regulations. While the pre-typed contracts did provide that the contracts could be terminated in mid-year if funding lapsed, I want to assure you that this would not have been the only notice a faculty member would have received. For example, if it were known in January, 1996 that funding would lapse in January, 1997, the faculty member would have been notified by letter in January, 1996 that the funding would lapse in January, 1997. It had never been my intent nor that of the Deans to provide the faculty members with any less notice than specified in the University's regulations.

The Medical Center has not suffered the loss of many Research Title Series faculty members due to a loss of funding, but we are constrained by the provisions of AR II-1.0-1, VIII.B.as to how we may continue to compensate these faculty members if funding lapses. I have asked each of the Medical Center Deans to formulate a plan for continuing the annual appointment and compensation to the Research Title Series faculty if funding is lost in mid-year.

In addition, I plan to work to develop recommendations for amendments to the University Governing and Administrative Regulations to specifically address the loss of funding issue as it affects Research Title Series faculty. This will allow regular reappointment contracts to be issued which clearly state that each appointment is for an annual period only, with renewal possible if funding continues. At the same time, this will not place us in a position of continuing an appointment both for a year in which funding is lost plus a subsequent year.

All of us greatly value the important contributions made by the Research Title Series faculty and through the above described actions, we hope to allay any uncertainty as to their appointment status.

Sincerely,



James W. Holsinger, Jr., M.D., Ph.D.
Chancellor

cc: Charles T. Wethington, Jr.
Emery Wilson, M.D.
Juanita Fleming, Ph.D.

Guidelines for Processing Faculty Reappointments

When reappointing faculty members in the Research or Clinical Title Series, the Chair has the following options:

Option #1

A terminal appointment/reappointment can be given each year, with reappointment possible if the funding is continued.

I was on a yearly regular reappt for 4 years, option 2

Option #2

A regular appointment/reappointment can be given each year, provided that proper notice of non-renewal of the appointments is given, according to the faculty member's length of service.

Notice that must be provided, according to length of service, is as follows:

Three months' notice is required for faculty in their first year of service. The first year of service is considered as the effective date of the faculty appointment no longer than through June 30th of that fiscal year. For these faculty, notice must be given no later than March 1st of the fiscal year of their initial appointment (which is also the first year of service if the appointment expires on June 30th (or three months in advance if the one-year appointment terminates other than on June 30th).

Six months' notice is required for faculty in their second year of service. The second year of service is the second fiscal year of the faculty appointment. For these faculty, notice must be given no later than December 15th of the fiscal year of their second year of appointment if the appointment expires on June 30th (or six months in advance if their appointment expires during the year).

One year's notice is required for faculty after they have been at the University for more than two years. Notice not to renew the appointment must be given at the time the faculty is considered for reappointment for the next fiscal year. The faculty member can only be notified that they will not be reappointed during the reappointment process, must be given a full year's notice of non-renewal, and must be given a full year's employment after notice is given. The department must provide full salary support for the entire period of appointment for the faculty member, whether or not external funding is available.

I had the right to receive a 'notice of nonrenewal' a year in advance

Option #3

A terminal appointment/reappointment can be given for the period of funding from the contract, grant, or other designated funds.

Option #4

A regular appointment/reappointment can be given for a period up to three years for Assistant Professors or five years for Associate Professors or Professors (for example, for the period of funding from the contract, grant, or other designated funds), with the proper notice given, according to the faculty member's length of service, that their appointment will end (see notice information under Option #2)

If the department decides a terminal reappointment is appropriate, please have your Chair notify the Dean in writing. The Dean will send the terminal reappointment form and a letter notifying the faculty of the department's decision to the faculty member.

I did not receive the "letter notifying" me of the nonrenewal. By this directive from the Asst Chancellor, the terminal contract alone does not comply with the "and" that also requires the dean's written notice of nonrenewal

From: Anderson, Heidi Milia
Sent: Wednesday, April 22, 2009 10:03 AM
To: Jones, Davy <djones@email.uky.edu>
Subject: RE: Post Script on Terminal Reappointment

Davy;
Again, thanks for your help. FYI, here's the final document.

Heidi

POLICIES and PROCEDURES on
TERMINAL REAPPOINTMENT

Timing

Consideration of terminal reappointment is one outcome of the ordinary process of reappointment review. Having consulted with the appropriate department faculty, and having conducted an independent examination of the performance record of the faculty member under review for reappointment, the chair/director may determine that the individual's performance fails to meet the department's expectations for satisfactory progress toward tenure. In this instance, rather than recommend ordinary reappointment for another one- or two-year time period, the chair/director may recommend that the individual under review be offered a terminal reappointment contract.

Action on a recommendation to offer a terminal reappointment contract is time-intensive—the full process may extend not only through a preliminary reappointment review and subsequent terminal reappointment process at the unit and college levels, but may also require additional consideration at the level of the Provost. Therefore, to ensure that the terminal reappointment process is concluded and a terminal contract is signed by the faculty member under review no later than the last day of the extant appointment contract, the chair/director shall begin the unit-level reappointment review well in advance of the end-of-appointment date. By University regulation, for individuals who have held a regular, full-time faculty appointment for more than two years, the University is required to give one year's notice of a decision to terminate a faculty person's employment. Failure to provide sufficient notice will postpone the option of a final year beyond the next academic year.

Responsibilities of the Department Chair/Director

(1) Prepare a reappointment dossier and invite the appropriate department faculty (and any director of any multidisciplinary research centers or institutes, or graduate centers with which the individual is associated), to review its contents and offer opinions on the matter of reappointment. Consult the following matrices for information on the contents of the reappointment dossier and the cohort of appropriate faculty:

Consultation and Written Judgments www.uky.edu/Regs/files/ar/ar007.pdf

Dossier Contents: www.uky.edu/Regs/files/ar/AppendixII-DossierContents.html

The initial consultation on the matter of ordinary reappointment does not require that the consulted faculty submit written judgments.

- (2) After considering the opinions of the consulted faculty, the chair/director may:
- elect to recommend ordinary reappointment of the faculty member under review and send the reappointment dossier along with the chair/director's recommendation letter, to the dean, or,

- elect to not recommend ordinary reappointment, but instead to recommend terminal reappointment, and seek the **written judgments** of the appropriate faculty on the chair/director's decision to recommend terminal reappointment the faculty employee under review.

(4) After considering the submitted written judgments and opinions of the consulted faculty, the chair/director may:

- elect to recommend to the dean that the faculty employee under review be issued a terminal reappointment contract. The dossier used to conduct the initial reappointment review, the written judgments of the consulted faculty and the chair/director's written recommendation shall be forwarded to the dean.
- elect to recommend ordinary reappointment of the faculty employee under review, and shall forward to the dean the reappointment dossier, and the written judgments submitted by the consulted faculty, and the chair/director's written recommendation.

Where disagreement occurs between the chair/director and the consulted educational unit faculty concerning a recommendation, the educational unit administrator shall report this difference with adequate documentation to the dean and also notify the consulted unit faculty regarding such action.

Responsibilities of the Dean

- (1) Before acting on a recommendation to issue a terminal reappointment contract, the dean shall consult with and obtain a written recommendation from, the college advisory committee, or other elected faculty governance body identified in the college rules.
- (2) If the dean decides to recommend that the individual under review be issued a terminal reappointment contract, the **dean shall** prepare and **send a letter** to the faculty member, **along with** a terminal reappointment contract, providing notice that the individual is receiving a terminal reappointment. In the letter from the dean, the faculty person should be asked to sign and return the terminal reappointment contract no later than the last day of the current appointment period. It is best for the dean to send this letter to the faculty employee several months ahead of time to ensure that the terminal reappointment paperwork can be processed and sent to the Board of Trustees for final approval in a timely manner.
- (3) If the dean decides against the department chair's recommendation for a terminal reappointment, and instead recommends to the Provost that the individual under review be offered ordinary reappointment, the Dean shall notify the department chair of this decision.

- (4) If a dean disapproves a chair/director's recommendation for reappointment at the rank of Instructor, Assistant Professor or Associate Professor and offers a terminal reappointment instead, but the tenured members of the educational unit reaffirm their written judgments by majority vote and the chair reaffirms his or her positive recommendation for reappointment, the dean shall request of the Provost that the matter be referred to the pertinent Academic Area Advisory Committee.

February 21, 2019

MEMORANDUM

TO: Chairs & Directors

FROM: Robert S. DiPaola, MD
Dean College of Medicine



RE: 2019-20 Faculty Re-appointments

Notice of Primary Academic Appointment and Assignment (EO2) forms are to be completed for all non-tenured faculty members for the period July 1, 2019 through June 30, 2020. For post-retirement re-appointments, a letter recommending the appointment and noting the annual salary needs to be attached to the EO2 form.

Please review the attached faculty re-appointment list for your unit. If your records do not agree with the attached list, please contact Charlotte Baker to correct discrepancies.

Terminal Reappointments

Faculty employees are given terminal reappointments for two reasons: (1) performance issues in any title series position involving untenured or tenure-ineligible faculty employees or (2) funding issues in those positions not supported by general fund sources. *Please note all faculty in the research title series are given terminal reappointments due to the uncertainty of funding.*

Performance Issues. The procedural steps in a performance-based terminal reappointment case are described in the enclosed document and outlined in the appendix to this memo.

Funding Issues. In circumstances where there is uncertainty about the faculty person's extramural funding beyond the subsequent fiscal year, and continued employment is predicated on having secured extramural funding, the chair or director shall offer the individual a terminal reappointment. Each faculty employee who is given a terminal reappointment is required to have a terminal reappointment dossier processed. If the college has processed a terminal dossier, than a dossier is not required. A list of faculty members who are being given a terminal re-appointment is provided. The list also includes if a terminal dossier is required.

seeblue.

In both performance- and funding-based terminal reappointment cases, the faculty employee must be **notified before the last day of the individual's current appointment contract** that a terminal reappointment contract **shall be issued**. Given that University regulations require that the dean of the college **notified** the faculty employee of the decision **to offer** a terminal reappointment, the recommendation from the unit administrator, the signed EO2 form and the accompanying documents, must be submitted to Charlotte Baker no later than March 31, 2019.

The terminal reappointment process *for performance-based reviews* is a lengthy process, with numerous procedural steps that must be properly performed. Therefore, I have attached a composite checklist for processing the performance-based terminal reappointment review.

If there are any questions on this matter, please contact Charlotte Baker at extension 3-5720. Reappointment forms are due no later than April 26, 2019.

cc: Unit Administrator

Attachments:

- Notice of Primary Academic Appointment and Assignment (E02) forms (full/part time-faculty)
- Re-Appointment Status Report Non-Tenured Faculty
- Joint Re-Appointment Status Report
- Composite checklist for Terminal Reappointments
- List of faculty on terminal appointments needing a terminal dossier.

Standard Operating Procedure for Terminal Reappointments

Created 4/11/2019; Revised 3/10/2021

This process is completed for faculty in non-tenurable faculty lines including Lecturer, Research Title, and Clinical Title Series

Overview

Because of the lack of assured funding in these positions, faculty members receive terminal reappointments following their initial appointment. Terminal reappointments may be granted in subsequent years based on faculty performance, funding, and needs of the educational unit. A terminal reappointment dossier is required at least one time in the tenure of a faculty member, and every 3-4 years if employment continues. The following procedures apply:

- 1) Office of Faculty Advancement (OFA) will create electronic dossiers for each faculty member during the year of full Terminal Reappointment Review (end of year one and then each three to four years thereafter)
 - a. Faculty to be reviewed will be given access to the electronic dossier and offered the opportunity to update, correct, or add information
- 2) Chair obtains written judgment from all tenured and tenure-track faculty in the unit regarding terminal reappointment
 - a. OFA will prepare Terminal Reappointment memo from the Chair for each department with the following information:
 - i. Name and title of all Clinical Title, Research Title, and Lecturers
 - ii. Due date for completed forms
 1. Forms are to be completed by all tenured and tenure-eligible faculty
 2. Forms will include information on funding source or if it is performance based
 - b. OFA will email out instructions to Department Chairs with the Terminal Reappointment memos attached or provided as a web form.
 - c. Completed forms will be sent to the Chair and to the OFA for retention in the Standard Personnel File (SPF).
 - i. If any faculty are not supportive of any terminal reappointments, the Department Chair will consult with the Associate Dean for Faculty and Advancement and with faculty to determine if appointment will be renewed or if the process for non-renewal will be followed. If the latter, the process for non-renewal will be followed in consultation with the Dean (see below)
 - d. Chair will draft a memo to the Dean (OFA to provide template) requesting reappointment
 - e. OFA will forward memo and access to dossiers to Appointment, Promotion and Tenure Committee (APT)
 - f. APT will render a memo supporting or not supporting

Standard Operating Procedure for Terminal Reappointments

Created 4/11/2019; Revised 3/10/2021

- 3) Once Terminal Reappointment process is completed, OFA will move forward with Reappointment process as outlined in the SOP for Reappointments.
 - a. OFA will send Notice of Academic Appointment (E02) to the faculty member for signature (include in the comment section the date of Terminal Reappointment Review)
 - b. Subsequent Terminal Reappointment will be processed without full review as noted above except each 3-4 years). Date of full review will be included on E02.

Additional Information about Process:

- 1) The Terminal Reappointment dossier process shall occur in year 1 of employment and each 3-4 years thereafter.
- 2) When **annual terminal reappointment** does not include a review, the E02 generated will include the date the dossier review was conducted,

Overview for non-renewal

The terms “decision not to reappoint” and “non-renewal of appointment” have the same meaning – i.e. an employment decision that terminates a faculty person’s employment as of the last day of the individual’s current appointment, thereby **foreclosing the possibility of reappointment for a subsequent year**. The terms are used interchangeably in the regulations.

For a decision **not to reappoint (non-renewal)**, the Dean has final decision-making authority.

Notification of non-renewal of appointment at the end of the first year of service shall be given not later than March 1 if the appointment expires at the end of that year or three (3) months in advance if the one-year appointment terminates during the academic year. (GR X.B.1.e.) If in the second year, a memo for non-renewal must be sent not later than December 15 or six (6) months in advance if the appointment terminates during the academic year .

- 1) The Chair initiates the process for a decision not to reappoint. (AR 2:1-1.VII.A.1.)
- 2) The Chair is responsible for assembly of a dossier associated with a faculty personnel recommendation. (AR 2:1-1.VII.E.1.) (See checklist for Non-renewal/Terminal Reappointments)
- 3) The necessary contents for faculty personnel actions are specified in Appendix II (Dossier Contents) to AR 2:1-1. (AR 2:1-1.VII.E.1.)
- 4) The required dossier contents for a decision not to reappoint are:
 - a. Educational Unit Administrator’s recommendation
 - b. Approved description and criteria of special title series position or other assignment that differs from a position in the regular title series.
 - c. Copies of DOEs since the date of hire, tenuring or most recent promotion.
 - d. Copies of faculty merit reviews since the date of hire, tenuring or most recent promotion.
 - e. Copies of all tenure progress reviews conducted by the department.

Standard Operating Procedure for Terminal Reappointments

Created 4/11/2019; Revised 3/10/2021

- f. Approved unit statement, if any, for use in guiding evaluations for promotion and tenure.
- 5) The Chair obtains written judgments from consulted individuals. (AR 2:1-1.VII.E.2.)
- 6) For a decision not to reappoint, the Chair must consult with each tenured professor and each tenured associate professor in the department. (GR VII.F.2.e.; AR 2:1-1.VII.G.1. and its Appendix I - Matrix of Consultation and Written Judgment)
- 7) The Chair must notify the consulted faculty employees when the dossier is available for their review. (AR 2:1-1.VII.G.3.)
- 8) The Chair must add to the dossier all written judgments received from the unit faculty, and his or her written recommendation. (AR 2:1-1.VII.H.)
- 9) The Chair forwards the dossier to the dean. If there is disagreement between the chair and the unit faculty regarding the recommendation, the chair must report the difference to the dean with documentation and also notify the consulted faculty.
- 10) The Dean must review the dossier for completeness. (AR 2:1-1.VIII.A.)
- 11) The Dean must provide the dossier to the college advisory committee and obtain its written recommendation. (AR 2:1-1.VIII.B.2.)
- 12) The Dean makes the final University decision for decisions not to reappoint. (AR 2:1-1.VIII.C.1., and Appendix III - Matrix of Authority of the Dean)
- 13) The Dean must notify the faculty employee in writing of the action taken, which a copy to the Chair. (AR 2:1-1.VIII.C.1.)
- 14) Notification of non-renewal of appointment at the end of the first year of service shall be given not later than March 1 if the appointment expires at the end of that year or three (3) months in advance if the one-year appointment terminates during the academic year. (GR X.B.1.e.)

From: [Kuperstein, Janice M.](#)
To: [Valentin, Virginia](#)
Cc: [Lephart, Scott M.](#); [McCarthy, Denise N.](#)
Subject: Oleva Mullins
Date: Wednesday, March 16, 2022 11:38:14 AM
Attachments: [image001.png](#)

Open Records officially proved only a terminal contract was issued in 2021
.... no "written notice of nonrenewal"

Dear Virginia,

As we are preparing for terminal reappointments of all non-tenure track faculty (a routine process I will explain to you soon), I reviewed documentation about Oleva's last terminal reappointment. I had consulted with GT Lineberry regarding the fact that the clinical portion of her DOE was being temporarily decreased with approval by the Dean, with intent to re-assess over the coming year.

We have followed all of the steps that are required for you to make that decision without further paperwork. Technically, she is promised her position through June 30th of this year. If you were to choose NOT to reappoint her, that is your prerogative with no due date for notification beyond professional courtesy.

Please note that this is your decision and that I am not at all suggesting you make that decision --- just that we have prepared the process for whatever way you want to go about reappointment.

This Provost Office 2019+ new custom and practice violates the standing GR X, since 1974, that a "written notice of nonrenewal" is required for me (having been employed longer than two years), which is not the terminal reappointment contract

Standard Operating Procedure for Terminal Reappointments

Created 4/11/2019; Revised 3/10/2021

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Overview

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Standard Operating Procedure for Terminal Reappointments

Created 4/11/2019; Revised 3/10/2021

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- 4) The required dossier contents for a decision not to reappoint are:
 - a. Educational Unit Administrator’s recommendation
 - b. Approved description and criteria of special title series position or other assignment that differs from a position in the regular title series.
 - c. Copies of DOEs since the date of hire, tenuring or most recent promotion.
 - d. Copies of faculty merit reviews since the date of hire, tenuring or most recent promotion.
 - e. Copies of all tenure progress reviews conducted by the department.

Standard Operating Procedure for Terminal Reappointments

Created 4/11/2019; Revised 3/10/2021

- f. Approved unit statement, if any, for use in guiding evaluations for promotion and tenure.
- 5) The Chair obtains written judgments from consulted individuals. (AR 2:1-1.VII.E.2.)
- 6) For a decision not to reappoint, the Chair must consult with each tenured professor and each tenured associate professor in the department. (GR VII.F.2.e.; AR 2:1-1.VII.G.1. and its Appendix I - Matrix of Consultation and Written Judgment)
- 7) The Chair must notify the consulted faculty employees when the dossier is available for their review. (AR 2:1-1.VII.G.3.)
- 8) The Chair must add to the dossier all written judgments received from the unit faculty, and his or her written recommendation. (AR 2:1-1.VII.H.)
- 9) The Chair forwards the dossier to the dean. If there is disagreement between the chair and the unit faculty regarding the recommendation, the chair must report the difference to the dean with documentation and also notify the consulted faculty.
- 10) The Dean must review the dossier for completeness. (AR 2:1-1.VIII.A.)
- 11) The Dean must provide the dossier to the college advisory committee and obtain its written recommendation. (AR 2:1-1.VIII.B.2.)
- 12) The Dean makes the final University decision for decisions not to reappoint. (AR 2:1-1.VIII.C.1., and Appendix III - Matrix of Authority of the Dean)
- 13) The Dean must notify the faculty employee in writing of the action taken, which a copy to the Chair. (AR 2:1-1.VIII.C.1.)
- 14) Notification of non-renewal of appointment at the end of the first year of service shall be given not later than March 1 if the appointment expires at the end of that year or three (3) months in advance if the one-year appointment terminates during the academic year. (GR X.B.1.e.)

From: [Kuperstein, Janice M.](#)
To: [Valentin, Virginia](#)
Cc: [Lephart, Scott M.](#); [McCarthy, Denise N.](#)
Subject: Oleva Mullins
Date: Wednesday, March 16, 2022 11:38:14 AM
Attachments: [image001.png](#)

Dear Virginia,

As we are preparing for terminal reappointments of all non-tenure track faculty (a routine process I will explain to you soon), I reviewed documentation about Oleva's last terminal reappointment. I had consulted with GT Lineberry regarding the fact that the clinical portion of her DOE was being temporarily decreased with approval by the Dean, with intent to re-assess over the coming year.

We have followed all of the steps that are required for you to make that decision without further paperwork. Technically, she is promised her position through June 30th of this year. If you were to choose NOT to reappoint her, that is your prerogative with no due date for notification beyond professional courtesy.

Please note that this is your decision and that I am not at all suggesting you make that decision --- just that we have prepared the process for whatever way you want to go about reappointment.

Janice

TERMINAL REAPPOINTMENTS | PAS

Each year, in accordance with UK regulations, the Department of Physician Assistant Studies recommends that faculty in research title series, clinical title series, and lecture positions be granted terminal reappointments. This practice is consistent with the nature of research, clinical, and lecture position funding, which is typically underwritten on a year to year basis and is not reflective of performance.

Governing Regulation VII.B(5) amended July 1, 2009, now requires that "At a minimum, on matters relating to ... terminal reappointment ... of persons in any tenure-ineligible series, the department chair shall consult with all full-time tenured and tenure-eligible faculty members of the department. All recommendations on matters listed above ... shall include the written judgment of each consulted member of the department ..." Please note that these written judgments are not confidential.

The faculty member in the clinical title series listed below is under consideration for terminal reappointment. **Please note that this faculty member has received a performance evaluation and has funding for the upcoming fiscal year.** If you wish to see a copy of the faculty member's portfolio, please contact me.

I ask that you provide your written judgment by checking one of the two boxes below and signing the memo. Comments are optional. Your comments, if provided, should focus on the criteria and evidences of activity to be used in evaluations for reappointment adopted by the University (Clinical Title Series: see AR 2:6; Lecturer Series: see AR 2:10) and on the criteria for promotion described by the department (available on CHS website at <https://www.uky.edu/chs/academic-and-faculty-affairs>). If you choose to provide comments, you may do so directly on this document or attach a memorandum.

Please complete this webform by **April 15, 2022**. Should you have any questions regarding this matter, please contact Virginia Valentin or Janice Kuperstein. Thank you for your prompt attention to this matter.

Physician Assistant Studies Department faculty eligible for terminal reappointment

Oleva Coleman-Mullins | Title: Clinical Title, Assistant Professor

Comment (optional)

Response: *

I support the recommendation to grant a terminal reappointment for Fiscal Year 2022-2023 ending June 30, 2023, to the faculty members listed above, except as indicated in the Comment column with respect to select faculty.

I do not support the recommendation to grant a terminal reappointment to the faculty members listed above. (If you do not recommend a terminal appointment for a faculty member currently on a terminal reappointment, it means that you support ending the faculty member's appointment on June 30, 2022).

Responding Faculty Signature *

Please type your name.

**REVIEW OF APPOINTMENT, PROMOTION, AND TENURE DOSSIERS
1997-98**

1. The University's policies and procedures on appointments, promotion, and tenure are to be the basis for your recommendations regarding the dossiers you review.
2. The role of the Area Committee is to advise the Chancellor. Your recommendations are taken very seriously, but it is the Chancellor who ultimately makes the final recommendation to the President. While the advice of the Committee will always receive very serious consideration, understand that the Chancellor may not accept the advice of the Committee.
3. The contents of the dossiers you review and the discussions of the Committee are to be held in confidence. You are not to discuss the dossiers with anyone other than the Committee members, the Chancellor, and the Vice Chancellor for Academic and Student Affairs. You are not to discuss your deliberations or findings with the candidates being reviewed.
4. Security of the dossiers is to be maintained. All files should be reviewed in the Chancellor's Office and should not be left unattended.
5. You are to base your judgments on the professional qualifications and productivity of the candidates. Be cautious of judgments based on personality factors that have nothing to do with the candidates' work performance. Your recommendations should not be based on the directions of the program or unit or whether or not the Committee believes the unit should/should not be hiring someone in a particular area.
6. The title series to which an individual is appointed and the distribution of effort agreement should be considered in your deliberations.
7. No member of the Committee should participate in deliberations on faculty members from his/her own educational unit. If a dossier is submitted from the educational unit of the chair, the Committee should designate another member to serve as chair for the review of that dossier.
8. The Committee may request that an ad hoc committee be appointed to provide expert advice on a particular case. Notify the Vice Chancellor for Academic and Student Affairs if you wish an ad hoc committee appointed.
9. The Committee should provide a separate letter for each dossier reviewed. The Committee's letter should help the Chancellor make his decision. The vote of the Committee should be stated but not how each member voted. Summarize the reasons for the recommendations made by the Committee.
10. The Committee's letter is part of the official file of the appointment, promotion, or tenure proposal, and the candidates have a right through the Open Records Law to obtain a copy of it.

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