



VOLUNTARY FACULTY PORTAL GUIDE FOR EXTERNAL USERS

Voluntary Faculty Application Portal Guide

Contents

GUIDE OVERVIEW	2
REFERRAL INSTRUCTIONS	3
1. REFERRED VIA EMAIL	3
2. REGISTER FOR AN ACCOUNT	3
3. COMPLETE THE APPLICATION	5
4. UPLOAD CURRICULUM VITAE	5
5. WHAT TO EXPECT AFTER APPLICATION SUBMISSION.....	6
SELF-NOMINATION INSTRUCTIONS	7
1. REGISTER FOR AN ACCOUNT	7
2. COMPLETE THE INITIAL INTEREST FORM	8
3. UPLOAD CURRICULUM VITAE.....	8
4. COMPLETE THE APPLICATION	9
5. WHAT TO EXPECT AFTER APPLICATION SUBMISSION.....	10



Voluntary Faculty Application Portal Guide

GUIDE OVERVIEW

This guide is to assist you through the application process of becoming a Voluntary Faculty member of the University of Kentucky College of Medicine. There are two ways to start an application for a Voluntary Faculty appointment, a **referral (application)** and a **self-nomination (interest form)**.

- A **Referral** comes from a department or regional campus representative who are interested in recruiting an individual to be voluntary faculty member (pages 2-4).
- A **Self-nomination** is initiated as an interest form from the potential faculty member that is interested in becoming a voluntary faculty member (pages 5-8).

For questions regarding your application please reach out to your departmental contact. If you are unsure who the department admin responsible for voluntary faculty is, please reach out to ofa@uky.edu.

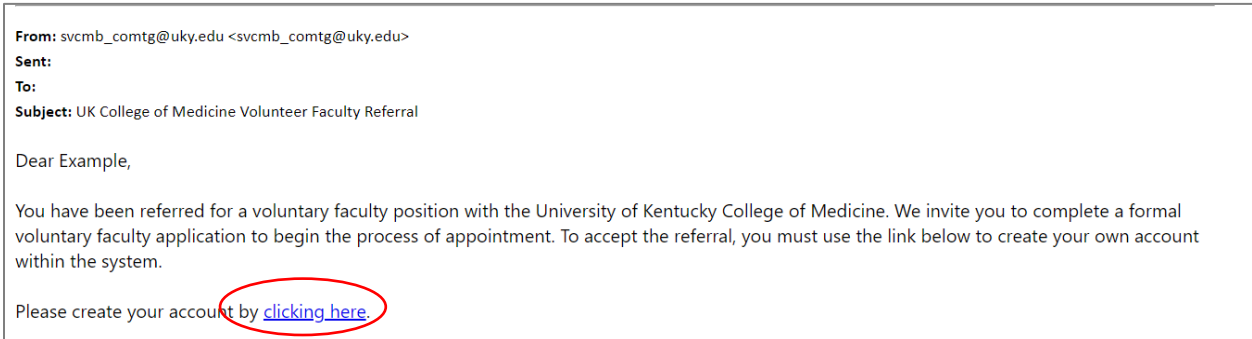
Voluntary Faculty Application Portal Guide

REFERRAL INSTRUCTIONS

1. REFERRED VIA EMAIL

A representative from the respective department will complete and submit a voluntary faculty referral. You will receive the email below with a link to complete the voluntary faculty application. If you believe you have been referred but have not received the email, please check with the respective department representative.

Sample of referral email prompting creation of account and application:



2. REGISTER FOR AN ACCOUNT

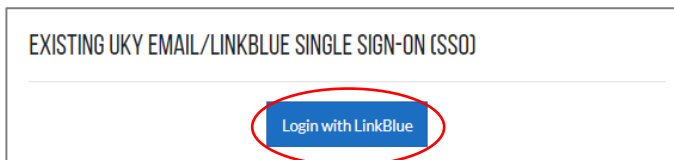
Voluntary Faculty Portal link to create account, apply and check status of application:

<https://medapp.mc.uky.edu/volunteerfaculty/>

There are two ways to create an account in the Voluntary Faculty Portal.

Option 1: Register by using your LinkBlue account

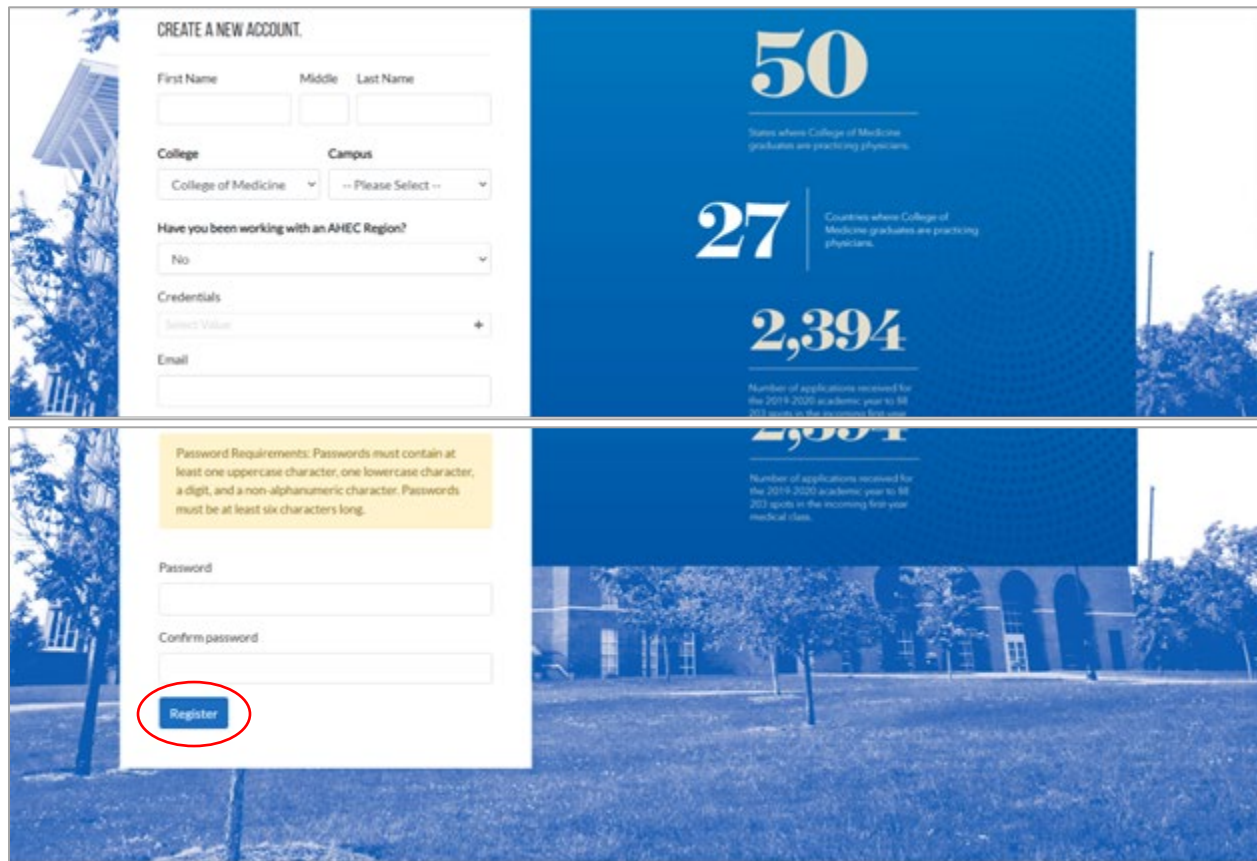
When using a UK LinkBlue account please leave all fields under “**CREATE A NEW ACCOUNT**” blank and click “**Login with LinkBlue.**” This will redirect to log in using your UK email and password.



Voluntary Faculty Application Portal Guide

Option 2: Register by creating a new account

If you do not have a UK LinkBlue account, please complete all fields below “CREATE A NEW ACCOUNT” and click “Register” to submit.



You will then receive the email depicted below asking to confirm your email address.

From: <svcmb_comtg@uky.edu>
Date: Mon, May 23, 2022 at 4:17 PM
Subject: UK College of Medicine - Confirm your email
To:

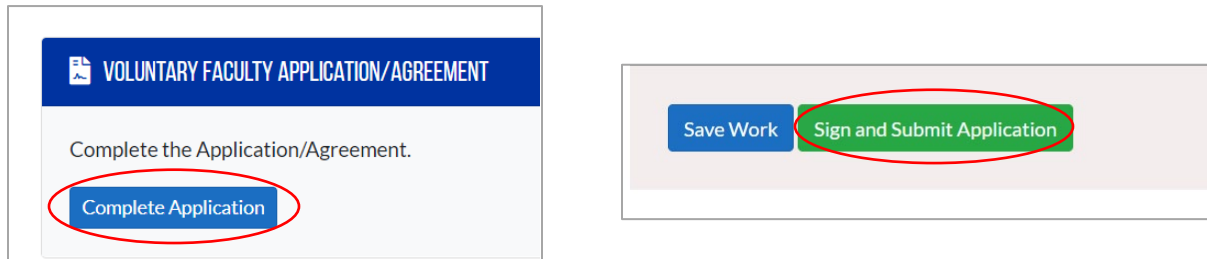
A new account was created on our Voluntary Faculty Application. Please confirm your email by [clicking here](#).

For your application to be valid you will need to complete the Voluntary Faculty Application/Agreement AND submit your Curriculum Vitae (CV).

Voluntary Faculty Application Portal Guide

3. COMPLETE THE APPLICATION

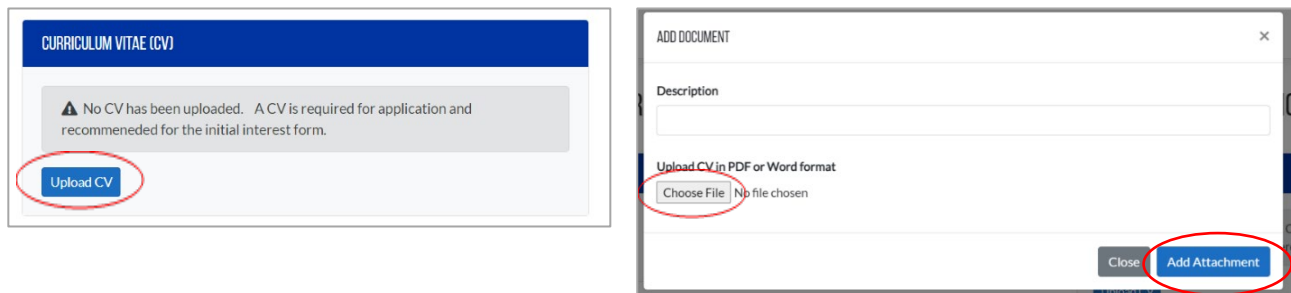
To fill out the application, click the **“Complete Application”** button on the home page. Please fill out all fields in the application. **Once completed click “Sign and Submit Application.”**



*Note: Administrators will be unable to view the application when the **“Save Work”** button is selected. This only saves the application; it does not submit it.*

4. UPLOAD CURRICULUM VITAE

Please upload your CV by clicking **“Upload CV”** as indicated below on the home page. For the Description field, type **“CV.”** Then select **“Choose File”** to upload your CV and click **“Add Attachment”** to add.



Voluntary Faculty Application Portal Guide

5. WHAT TO EXPECT AFTER APPLICATION SUBMISSION

Your voluntary faculty application is complete once you select the **GREEN** Button labeled “**Sign and Submit Application**” and your CV has been uploaded. The department administrator will contact the application with a Notice of Appointment form (E02) for your signature. Once the Appointment form is returned to the department, they will forward the signed form to Office of Faculty Affairs for final submission for Appointment approval at the Board of Trustees meeting.

For questions regarding your application, please reach out to your departmental contact. If you are unsure who the department admin responsible for voluntary faculty is, please reach out to ofa@uky.edu.

*Thank you for your interest in becoming a Voluntary Faculty member
at the University of Kentucky College of Medicine.*

Voluntary Faculty Application Portal Guide

SELF-NOMINATION INSTRUCTIONS

1. REGISTER FOR AN ACCOUNT

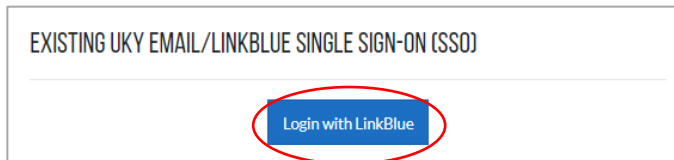
Voluntary Faculty Portal link to create account, apply and check status of application:

<https://medapp.mc.uky.edu/volunteerfaculty/>

There are two ways to create an account in the Voluntary Faculty Portal.

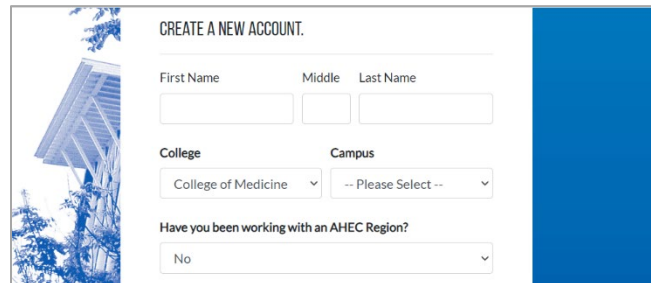
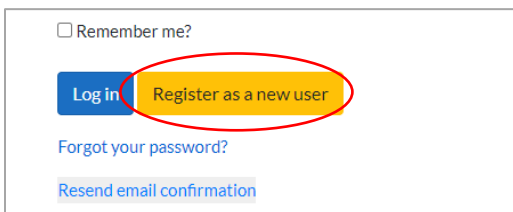
Option 1: Register by using your LinkBlue account

When using a UK LinkBlue account please leave all fields under “CREATE A NEW ACCOUNT” blank and click “Login with LinkBlue.” This will redirect to log in using your UK email and password.



Option 2: Register by creating a new account

If you do not have a UK LinkBlue account, click “Register as a new user” and then complete all fields below “CREATE A NEW ACCOUNT” and click “Register” to submit.



You will then receive the email depicted below asking to confirm your email address.

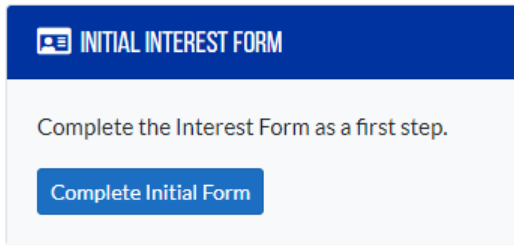
From: <svcmb_comtg@uky.edu>
Date: Mon, May 23, 2022 at 4:17 PM
Subject: UK College of Medicine - Confirm your email
To:

A new account was created on our Voluntary Faculty Application. Please confirm your email by [clicking here](#).

Voluntary Faculty Application Portal Guide

2. COMPLETE THE INITIAL INTEREST FORM

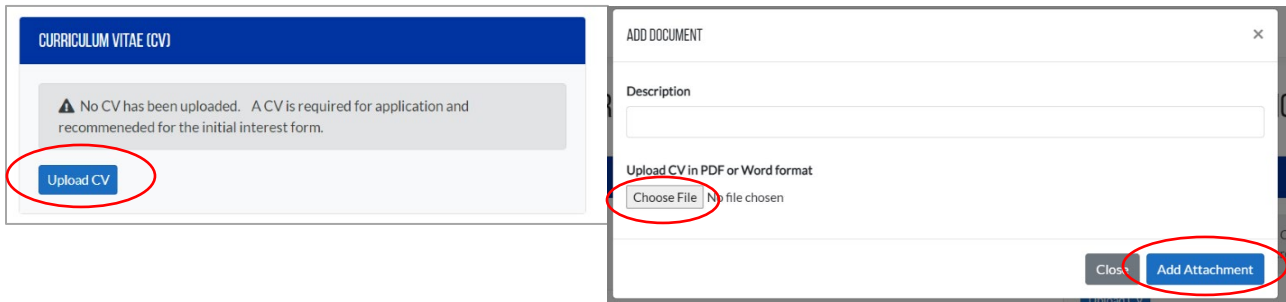
To fill out the application, click the **“Complete Application”** button. Please fill out all fields in the application. Once completed click **“Submit.”**



If you have been referred by a clinician or AHEC, answer **“Yes”** to **“Has someone at the University of Kentucky College of Medicine referred you?”** A text box will open to identify who referred you.

3. UPLOAD CURRICULUM VITAE

From the home page you can upload your CV by clicking **“Upload CV.”** For the Description field, type **“CV.”** Then select **“Choose File”** to upload your CV and click **“Add Attachment”** to add.

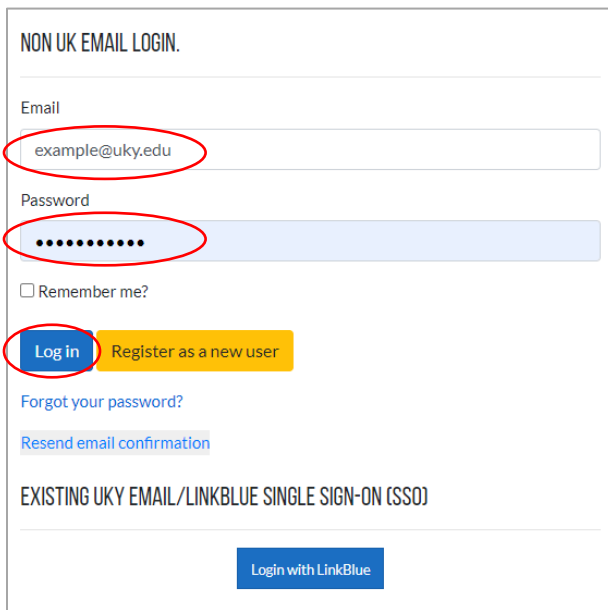


Voluntary Faculty Application Portal Guide

4. COMPLETE THE APPLICATION

After the intake form has been received, if accepted, the online system will then send a notice to complete your formal application to your email. If you registered by created a new account you will log into the portal by entering your email and password fields and then clicking **“Log in.”** If you registered using LinkBlue leave the email and password fields blank and click **“Login with LinkBlue.”** This will redirect to log in using your UK email and password. If you are having issues logging into your account please email ofa@uky.edu for assistance.

NON-LINKBLUE LOG IN



NON UK EMAIL LOGIN.

Email
example@uky.edu

Password
.....

Remember me?

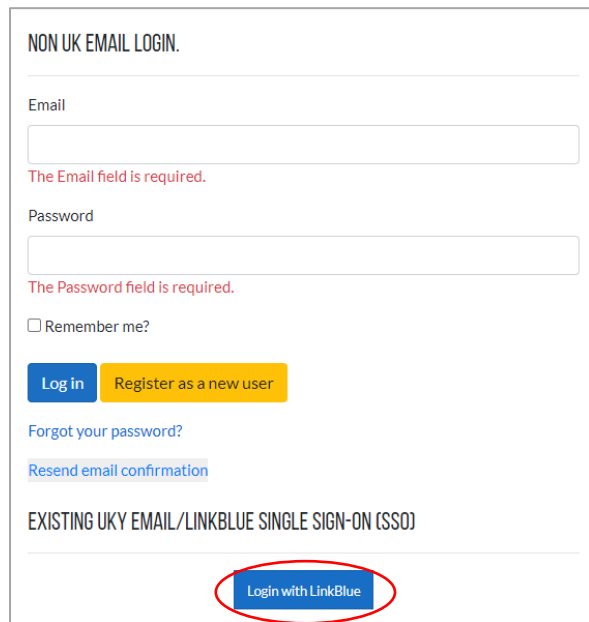
Log in Register as a new user

[Forgot your password?](#)
[Resend email confirmation](#)

EXISTING UKY EMAIL/LINKBLUE SINGLE SIGN-ON (SSO)

Login with LinkBlue

LINKBLUE LOG IN



NON UK EMAIL LOGIN.

Email
The Email field is required.

Password
The Password field is required.

Remember me?

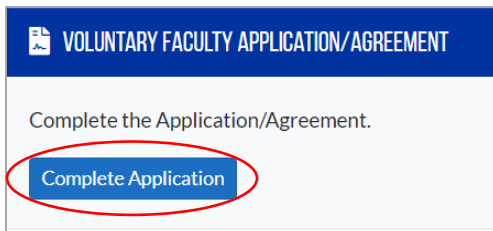
Log in Register as a new user

[Forgot your password?](#)
[Resend email confirmation](#)

EXISTING UKY EMAIL/LINKBLUE SINGLE SIGN-ON (SSO)

Login with LinkBlue

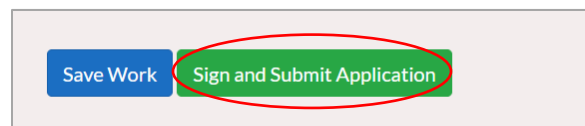
To fill out the application, click the **“Complete Application”** button. Please fill out all fields in the application. **Once completed click “Sign and Submit Application.”**



VOLUNTARY FACULTY APPLICATION/AGREEMENT

Complete the Application/Agreement.

Complete Application



Save Work **Sign and Submit Application**

*Administrators will be unable to view the application when the **“Save Work”** button is selected. This only saves the application; it does not submit it.*

Voluntary Faculty Application Portal Guide

5. WHAT TO EXPECT AFTER APPLICATION SUBMISSION

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