

This document is not to impose inflexible formulas, but rather to provide some guidance for equitable agreements between faculty members and department chairs as they negotiate Service DOE, in accordance with [AR 2:2-1](#), [AR 2:1-1](#), [AR 3:8](#), [AR 3:10](#).

These guidelines are effective for all CAFE faculty members with the 2018 fiscal year DOE agreements determined in the spring of 2017.

The University of Kentucky recognizes four categories of Service DOE:

1. Service to Public
 - a. Public Service- Not Extension
 - b. Extension Activities
2. Service to Professions
3. Service to Institution
 - a. College and Department
 - b. University Level
4. Patient Care Unrelated to Instruction
 - a. Direct Patient Care and Clinical Service
 - b. Quality Assurance activities
 - c. Other Clinical Services
 - d. Clinical Contract Work or Other Cash Income
 - e. Hospital Physician Service for all Patients

Starting with the 2018 Annual Performance Evaluations (APRs), faculty members are responsible for reporting their Service activities as enumerated above in their performance CVs. Service activities will be evaluated by departmental APR committees and the department chair, as well as the dean and associate deans.

Most faculty members will have a total Service DOE of approximately 5% unless their Service activities warrant a higher percentage. As per [AR 3:10](#), "A written agreement is to be developed annually between the educational unit administrator and the faculty employee on the distribution of effort expected of the faculty employee in major activities during the succeeding year."

Regular, Extension, Special, Clinical Titles, all ranks:

As per [AR 2:2-1](#), "Three areas of activity are important in the evaluation of faculty for appointment, reappointment, promotion, and the granting of tenure ...: (1) teaching, advising and other instructional activities; (2) research or other creative activity; (3) professional, University, and public service. Evaluation of a faculty employee's performance in each area of activity should be commensurate with his or her approved distribution of effort agreement. Excellence in teaching, advising and other instructional activities, research or other creative activity, and in professional, University and public service is expected." Service DOE is relevant for regular, extension, special, and clinical title series.

Lecturer Title Series, all ranks:

Faculty members in the lecturer title series should have service DOE, if so noted in the departmental lecturer statement of evidences or position description and offer letter.

Offer letters and position descriptions/announcements:

Starting July 1, 2017, service DOE should appear in faculty position announcements and descriptions and should be included in faculty offer letters as appropriate.

S:DOE/Committee/Guidelines 11/01/2016

Ad hoc committee: June 2016

Deans: July 18, 2016

Chairs (shared with departmental faculty): August 16, 2016

Faculty Council Sept. 30, 2016

Revised: June 1, 2018- Items 1 a) and 1 b) added to reflect the change in the Effort Planning System to distinguish Extension and non-Extension Public Service.