TUTORIAL FOR THE
2015 FACULTY ANNUAL PERFORMANCE REVIEWS
FOR CALENDAR YEARS 2014 AND 2015

Faculty are to prepare a single Curriculum Vitae document and a single Teaching Portfolio document (for teaching faculty) for calendar years 2014 and 2015. These documents MUST BE in PDF format. These documents will be uploaded via the web application.

In addition, faculty may complete an optional self-evaluation within the web application. The optional self-evaluation will provide faculty the ability to provide a self-rating, document strengths and improvement suggestions. It is suggested that text for the strengths and improvement suggestions be prepared ahead of time and pasted into the web application text boxes.

If you have questions, please send an email to AG-EVAL-L@LSV.UKY.EDU

The web address is: http://www.ca.uky.edu/FacultyAPR

Log into the application using your Link Blue credentials. This is the same ID and password you use for Exchange email and myUK.

## Home Page

Once logged into the system, you are placed at the Home page. There are four separate selections you may choose from the black navigation bar.

- Home – always returns you to the home page.
- Submit CV and Teaching Portfolio documents – takes you to the page for uploading your document(s).
- Optional Self-Evaluation – takes you to the page to complete your self-evaluation.
- Logout – logs you out of the system.
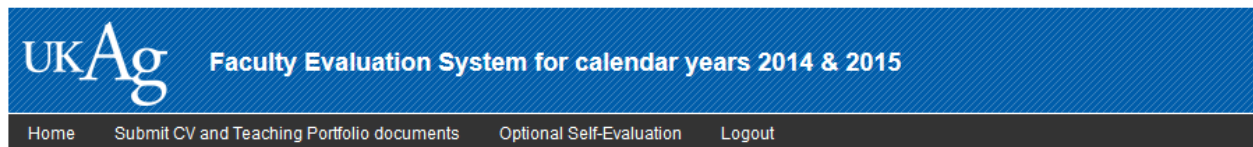
All faculty are required to upload a single Curriculum Vitae document.
Faculty with instruction as a component of their DOE are required to upload a single teaching portfolio document as well.
Both of these documents **must be a PDF document** (other document types will not work properly).

You may also complete an optional self-evaluation.

Submit CV and Teaching Portfolio documents

All faculty will upload their Curriculum Vitae document (PDF). Only faculty with an instructional DOE component will have the ability to upload a Teaching Portfolio document (PDF).

To upload the CV or Teaching Portfolio document - Click the Browse button, choose your local file, then click the Upload button.

After the file is uploaded you may view it as it resides within the system for verification. Just click on the View link. If you need to make an update to your document and re-upload it just follow the same procedure. The system will retain the last document you uploaded.

Optional Self-Evaluation

You may provide self-ratings as well as comments regarding your strengths and improvement suggestions. It is suggested that text for the strengths and improvement suggestions be prepared ahead of time and pasted into the text boxes. Also, text boxes are provided for explanation/description of Administration DOE and Professional Development DOE if applicable to your DOE distribution.

Please contact your department chair if you want to discuss changing the DOE that appears in the system.

If you have questions, please send an email to AG-EVAL-L@LSV.UKY.EDU