TUTORIAL FOR THE 2018 FACULTY ANNUAL PERFORMANCE REVIEWS FOR CALENDAR YEARS 2017 AND 2018

Faculty members will submit the information for their CVs through Digital Measures. This information is due in Digital Measures on October 12, 2018. On October 15, 2018, the Office of the Associate Dean for Faculty Resources, Planning and Assessment will upload the CVs from Digital Measures to the APR system. Faculty members may view their CVs in the APR system from October 16-19, 2018 and contact the Associate Dean's office if there are problems. After October 19th, changes will not be made to the CVs that appear in the APR system. For complete information and instructions on Digital Measures see: http://administration.ca.uky.edu/DM.

For Extension faculty, Statistical Contacts and Success Stories submitted in KERS for FY17 and FY18 will be automatically loaded into the system.

Faculty are to prepare a single Narrative Statement document and a single Teaching Portfolio document (for teaching faculty) for calendar years 2017 and 2018. 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 provide 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 APR web address: https://acsg.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.

uĸĄg	Faculty Evaluation System for calendar years 2017 & 2018
LinkBlue	Please log in using your <u>Link Blue</u> credentials. This is the same ID and password you use for Exchange e-mail and myUK.
	ID: Password: Log In

Home Page

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

- Home always returns you to the home page.
- Upload Narrative Statement and Teaching Portfolio documents takes you to the page for uploading these document(s).
- Optional Self-Evaluation takes you to the page to complete your optional self-evaluation.
- View CV and Extension documents takes you to the page where you may view your CV.
 Additionally, for Extension faculty, they may view their Statistical Contacts and Success Stories submitted in KERS for FY17 and FY18.
- Logout logs you out of the system.



Faculty Evaluation System for calendar years 2017 & 2018

Home

Upload Narrative Statement and Teaching Portfolio documents

Optional Self-Evaluation

View CV and Extension documents

Logout

LastName, FirstName-

Department Rank

Title Series Title Series

Distribution of Effort		FY '18	FY '19	AVG
Instruction		50	50	50
Research	20	20	20	20
Extension/Service	15	15	15	15
Administration	10	10	10	10
Professional Development	5	5	5	5

Please contact your department chair if you have questions about the DOE that appears in the APR. All faculty are required to upload a single **Narrative Statement** document. Faculty with instruction as a component of their DOE are required to upload a single **teaching portfolio** document as well. Check with your department chair if you have questions about the teaching portfolio. Both of these documents **must be a PDF document** (other document types will not work properly). Please observe established page limits for these documents. You may also complete an optional self-evaluation.

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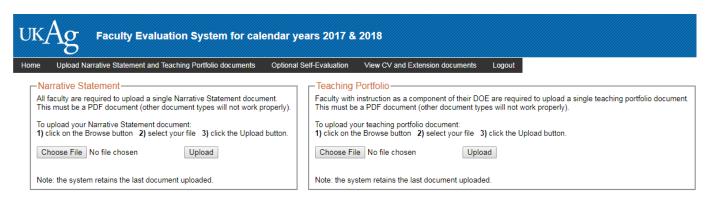
For Extension faculty, Statistical Contacts and Success Stories submitted in KERS for FY17 and FY18 will be automatically loaded into the system.

Click here to review related documents

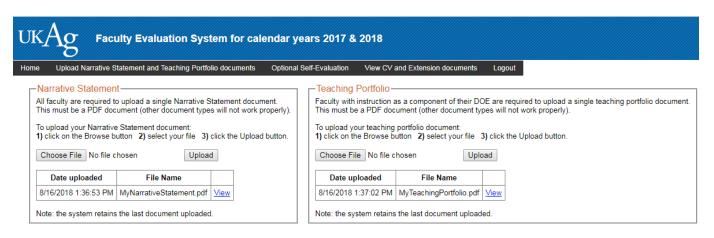
Upload Narrative Statement and Teaching Portfolio documents

All faculty will upload their Narrative Statement document (PDF). Only faculty with an instructional DOE component will have the ability to upload a Teaching Portfolio document (PDF). Check with your department chair if you have questions about the teaching portfolio.

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

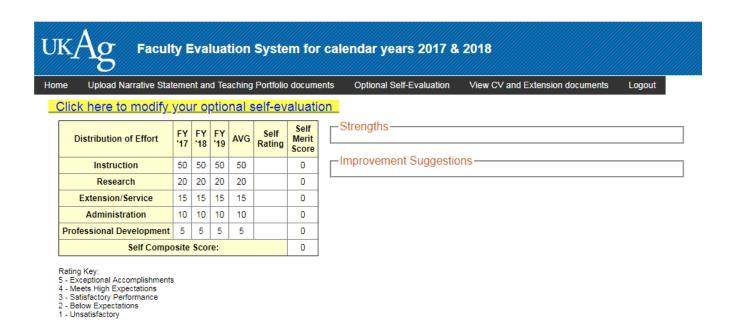


After the file is uploaded, you may view it as it resides within the system for verification. Just click on the View link. If you need to make an update to your document and re-upload it just follow the same procedure. The system will retain the last document you uploaded.



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.



View CV and Extension documents

Once the Office of the Associate Dean for Faculty Resources, Planning and Assessment loads your CV (and Extension document if applicable), these documents will be viewable from this page.



Faculty Evaluation System for calendar years 2017 & 2018

Home

Upload Narrative Statement and Teaching Portfolio documents

Optional Self-Evaluation

View CV and Extension documents

Logout

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