2019 APR Calendar

Aug. 12   Chairs receive preliminary list of faculty for evaluation.

Sept. 2   Deadline for departments to have FY 2020 DOE completed in the Effort Planning System.

Sept. 6   Deadline for Chairs to let the Associate Dean know the names of faculty members who are leaving UK near or before June 30, 2020 and therefore do not need an APR. Note that faculty members who do not undergo an APR are not included in any raise pools. Deadline for tenured faculty members to request a voluntary performance review.

Sept. 13   DOE data will be loaded into the On-Line Faculty Evaluation System using a weighted average:
> January 1, 2018-June 30, 2018 (FY '17) x .5
> July 1, 2018-June 30, 2019 (FY '18) x 1
> July 1, 2019-December 31, 2019 (FY '19) x .5

Sept. 20   Deadline for chairs to request DOE changes.

Oct. 11   Deadline for faculty members to enter their CV data into Digital Measures. Faculty members should preview their CVs prior to this date to ensure CVs are accurate.

Oct. 11-18   Faculty may review their CVs as uploaded to the APR system and contact the Office of Faculty Resources, Planning and Assessment if there is an issue that needs correcting.

Sept. 23- Oct. 18   (Chairs may choose an earlier deadline.) Using the On-line Faculty Evaluation System, http://www.ca.uky.edu/facultyapr, faculty members will:
- up-load a narrative statement as a .pdf document
- up-load Teaching Portfolio document as a PDF, teaching faculty only. Faculty members should be sure to include their names on the teaching portfolios.
- complete the optional self-evaluation (Chairs should encourage self-evaluations.)
- faculty may resubmit their documents as many times as needed by Oct. 18. The last uploaded version is the only version that will appear.

Oct. 23 -Nov. 12   Chairs follow departmental procedures for APR reviews using the On-line Faculty Evaluation System. Chairs complete reviews and enter

ratings. Contact the Office of Faculty Resources, Planning and Assessment if there is an issue that needs correcting.

Nov. 15- Dec. 6   Dean and Associate Deans review APRs.

Dec. 3   Deadline for Chairs to identify any new faculty hired from Sept. 15-December 31, 2019. New faculty members who joined the college after September 15 will not have the ability to use Digital Measures in time for their performance reviews. These faculty members should work in consultation with their department Chairs and submit a CV of achievements during their time at UK so that they may be evaluated and eligible for merit increases should those be available.

Dec. 9-13   The Deans meet to review APRs and rate each evaluation.

Dec. 19   Chairs may print preliminary APR documents that include Dean ratings and scores.

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Jan. 2-10   Chairs meet with Deans to discuss ratings and scores.

Jan. 13-Feb. 7   Chairs print completed one-page APR forms and discuss with faculty members.

Feb. 7   Review meetings between Chairs and faculty completed. Chairs provide each faculty member with a copy and retain a copy in the departmental file. Print and send signed, one-page final evaluation form to Megan Lucy,   L-104 Ag N, 0091, by March 2. Electronic signatures are acceptable. Scanned copies are as acceptable if the originals are retained in the departmental office.

Feb. 14   Deadline for faculty member to request conference with the Deans if the faculty member disagrees with their ratings.

March 2   Deadline for a faculty member to request a formal appeal at the college level.

March 2   Submit signed, final one-page evaluation form to Megan Lucy, L-104 Ag N, to be filed in SPFs. Chairs provide each faculty member with a copy and retain copy in departmental file.

March 20   Appeals at the college level completed and Chairs receive revised forms as needed.

April 13   Deadline for a faculty member to file a letter of appeal with appropriate evidence to the Provost. (Contact Lisa Collins for submission information, with lead-time prior to April 13.)