

**Faculty Annual Performance Review Calendar 2020**  
 (Reviews cover the period of 2019-2020)

<b>Aug. 3</b>	Chairs receive preliminary list of faculty who will be evaluated.
<b>Aug. 31</b>	Deadline for departments to have FY 2021 DOE completed in the Effort Planning System.
<b>Sept. 7</b>	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.
<b>Sept. 14</b>	DOE data will be loaded into the On-Line Faculty Evaluation System using a weighted average:  January 1, 2019-June 30, 2019 (FY '19) x .5 July 1, 2019-June 30, 2020 (FY '18) x 1 July 1, 2020-December 31, 2020 (FY '19) x .5
<b>Revised Deadlines- Spring 2021</b>	
<b>Dec. 14, 8am ET</b>	Deadline for faculty members to enter their CV data into Digital Measures. Faculty members should preview their CVs prior to this date to ensure they look the way they need to.
<b>Dec. 18- Jan. 18</b>	Faculty may review their CVs as uploaded to the APR system and email Megan Lucy if there is a problem that needs to be corrected.
<b>Jan. 4- 18</b>	Megan Lucy will respond to emails about problems identified in CVs, CVs will be corrected and re-uploaded to the APR system.
<b>Sept. 24- Jan. 18 (8 am ET)</b>	(Some department chairs might choose an earlier deadline.) Using the On-line Faculty Evaluation System, <a href="http://www.ca.uky.edu/facultyapr">http://www.ca.uky.edu/facultyapr</a> , faculty members will: <ul style="list-style-type: none"> <li>• up-load a narrative statement as a .pdf document</li> <li>• up-load Teaching Portfolio document as a PDF, teaching faculty only. Faculty members should be sure to include their names on the teaching portfolios.</li> <li>• complete the optional self-evaluation</li> <li>• faculty may resubmit their documents as many times as needed. The last uploaded version is the only version that will appear.</li> </ul>
<b>Jan. 18 -Feb 15 (8am ET)</b>	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 a problem that needs to be corrected.
<b>Feb 15- March 5</b>	Dean and associate deans review APRs.
<b>March 8</b>	Chairs print preliminary APR documents that include deans' ratings and scores.
<b>March 8- 12</b>	Chairs meet with deans to discuss ratings and scores.
<b>March 15- April 16</b>	Chairs print completed one-page APR forms and discuss with faculty members.
<b>April 16</b>	Review meetings between chairs and faculty completed. 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, at <a href="mailto:megan.lucy@uky.edu">megan.lucy@uky.edu</a> Electronic signatures are fine. Scanned copies are fine as long as the originals are retained in the departmental office.

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<b>April 16</b>	Deadline for faculty member to request conference with the Dean and associate deans if he/she disagrees with ratings
<b>April 30</b>	Deadline for a faculty member to request a formal appeal at the college level
<b>April 30</b>	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.
<b>May 21</b>	Appeals at the college level completed and chairs receive revised forms as needed
<b>May 31</b>	Deadline for a faculty member to file a letter of appeal with appropriate evidence to the Provost (contact Brian Lee for submission information, with lead time prior to May 31, please.)