University of Kentucky
College of Agriculture, Food and Environment

Faculty Annual Performance Review Calendar 2022
(Reviews cover the period of 2021-2022)

Date	Description
September 16	Virtual training sessions held and recorded, videos posted online
October-December	Faculty Success and APR System Trainings and help sessions via Bookings
Oct. 25	Unit Leaders receive preliminary list of faculty who will be evaluated.
Nov. 1	DOE data will be loaded into the On-Line Faculty Evaluation System
Nov. 11	Projected date for imported date to be available in Faculty Success including: undergraduate advising; Spring & Summer TCEs; regular for-credit courses; research publications; sponsored projects; federal formula funding; and Extension scholarly resources
Dec. 9	Projected date for updates to imported data to be available in Faculty Success including; late fall publications and journal metrics
Dec. 21, 8am ET	Deadline for faculty members to enter their CV data into Faculty Success. Faculty members should preview their CVs prior to this date to ensure they contain the appropriate information.
Jan. 9 – 15	Faculty may review their CVs as uploaded to the APR system and email Megan Lucy with the modification information if there is a problem to be corrected.
Nov. 1 – Jan. 15 (8am ET)	(Some unit leaders might 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 • note: faculty may resubmit their documents as many times as needed during the time period. The last uploaded version is the only version that will be retained.
Jan. 18 – Feb 6 (8am ET)	Unit leaders follow departmental procedures for APR reviews using the On-line Faculty Evaluation System. Unit leaders complete reviews and enter ratings. Contact the Office of Faculty Resources, Planning and Assessment if there is a problem that needs to be corrected.
Feb 6 – Feb 24	Dean and associate deans review APRs.
Feb 27	Unit leaders review/print preliminary APR documents that include deans' ratings and scores.
March 6 – 10	Unit leaders meet with deans to discuss ratings and scores.
March 10 – April 5	Unit leaders print completed one-page APR forms and discuss with faculty members.
April 5	Review meetings between Unit Leaders 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 megan.lucy@uky.edu Electronic signatures are fine. Scanned copies are fine as long as the originals are retained in the departmental office.
April 7	Deadline for faculty member to request conference with the Dean and associate deans if the faculty member disagrees with rating(s)
April 17	Deadline for a faculty member to request a formal appeal at the college level
April 17	Units submit signed, final one-page evaluation form to Megan Lucy, L-104 Ag N, to be filed in SPFs. Unit leaders provide each faculty member with a copy and retain copy in departmental file.
April 28	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.)