

2017 APR Calendar

- Aug. 10 Chairs receive preliminary list of faculty who will be evaluated
- Sept. 6 Deadline for chairs to let the assistant dean know the names of faculty members who are leaving UK near or before June 30, 2018 and therefore do not need an APR. Note that faculty members who do not undergo an APR are not included in any raise pools. This is also the deadline for tenured faculty to request a review.
- Sept. 8 Deadline for FY 2018 DOEs to be completed in the Effort Planning System
- Sept. 15 DOE data will be loaded into the On-Line Faculty Evaluation System using a weighted average:
- January 1, 2016-June 30, 2016 (FY '16) x .5
 - July 1, 2016-June 30, 2017 (FY '17) x 1
 - July 1, 2017-December 31, 2017 (FY '18) x .5
- Oct. 13 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. Any concerns should be brought to the attention of the Assistant Dean for Academic Administration's office.
- Oct. 17-20 Faculty may review their CVs as uploaded to the APR system and contact the Assistant Dean for Academic Administration's office if there is a problem that needs to be corrected.
- Sept. 21- Oct. 20 (Some department chairs 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,
 - complete the optional self-evaluation,
 - Faculty members should be sure to include their names on the teaching portfolios. faculty may resubmit their documents as many times as needed. The last uploaded version is the only version that will appear.
- Oct. 13 By this date, chairs let Megan Lucy know if they prefer a zipped file that contains all departmental CVs, TPs, self-evals, and a spreadsheet of DOEs. Chairs will then be able to send the zipped file to Faculty APR Review Committee members, attached to email. Chairs will receive this file by October 25.

or

By this date, send Megan Lucy the names of faculty that should have access to the APR system from Oct. 20-Nov. 17. These faculty members will be able to view the CV, teaching portfolio, and optional self-evaluation for all departmental faculty. They will not be able to modify any of their information during this period.

- Oct. 23 -Nov. 17 Chairs follow departmental procedures for APR reviews using the On-line Faculty Evaluation System. Chairs complete reviews and enter ratings. Notify the Assistant Dean if CVs or TPs need to be resubmitted at this point.
- Nov. 23- Dec. 4 Dean and associate deans review APRs.
- Dec. 2 Deadline for chairs to identify any new faculty hired from Sept. 15-December 31, 2017. New faculty members must have a completed APR.
- Dec. 4-15 The dean and associate deans meet to review APRs and rate each evaluation
- Dec. 18 Chairs print preliminary APR documents that include deans' ratings and scores
- 2018**
- Jan. 2-12 Chairs meet with deans to discuss ratings and scores
- Jan. 16 Chairs print completed one-page APR forms and discuss with faculty members
- Feb. 9 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, L-104 Ag N, 0091, by March 2. Electronic signatures are fine. Scanned copies are fine as long as the originals are retained in the departmental office.
- Feb. 16 Deadline for faculty member to request conference with the Dean and associate deans if he/she disagrees with ratings
- March 2 Deadline for a faculty member to request an 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 23 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, please.)