



Office of the Dean  
College of Agriculture  
S-123 Agricultural Science Bldg. North  
Lexington, KY 40546-0091  
(859) 257-4772  
Fax: (859) 323-2885  
[www.uky.edu](http://www.uky.edu)

## MEMORANDUM

**DATE:** September 25, 2009

**TO:** Chairs and Directors

**FROM:** M. Scott Smith *M. Scott Smith*  
Dean and Administrative Head

**SUBJECT:** 2009 Performance Review of Faculty (APR)  
for Calendar Years 2008 and 2009

Performance review of faculty will be conducted in accordance with Associate Provost Anderson's and Provost Subbaswamy's memo and accompanying administrative regulations, [http://www2.ca.uky.edu/deanadmin-files/provosts\\_memo\\_2009\\_and\\_AR.pdf](http://www2.ca.uky.edu/deanadmin-files/provosts_memo_2009_and_AR.pdf), to Deans dated September 11.

This is the second year of the biennium; therefore, all continuing and newly-hired faculty members regardless of title series and including the ranks of Senior Lecturers and Lecturers will be evaluated except (1) tenured faculty who were evaluated during the first year of the biennium and do not request a new evaluation, (2) tenured faculty who will retire before or at the end of the current fiscal year, and (3) non-tenured faculty whose appointments will not extend beyond the end of the current fiscal year. The table on page two of the Provosts' memo serves as a good reference for those who will be required and those who may prepare materials for faculty performance review. Please note, new faculty hired during 2009 will not be given a rating of NR, but will be evaluated along with other faculty. The wording under our "3" rating ([http://www2.ca.uky.edu/deanadmin-files/APR\\_rating\\_categories\\_091509.pdf](http://www2.ca.uky.edu/deanadmin-files/APR_rating_categories_091509.pdf)) will likely cover most of these faculty except in the most unusual of cases.

Department chairs shall utilize the advice of tenured faculty members in assessing the quality and quantity of faculty members' performance during the two preceding years in teaching and advising, research and scholarship, extension education, university and public service, and/or other appropriate activities with relative weightings based upon prior agreements pertinent to distribution of effort among any or all of these activities. The faculty input may be through an advisory committee, through consultation with all tenured

faculty members, or through other appropriate means of faculty consultation. The chair recommends a rating to the dean and a final rating is determined in the conference of the chair and the dean. If the dean and the chair are unable to agree upon an individual's performance rating, the faculty member will be informed of the ratings of both the chair and the dean and informed that the rating of the dean is final. After final ratings are determined, there will be a conference between the chair and each faculty member, focusing upon the faculty member's performance of his/her assignment during the period of review, strengths and weaknesses, and suggestions for improvement if appropriate.

If a faculty member disagrees with the performance rating, he/she may request a conference with the dean. In such case, the faculty member will be invited to present additional information relating to performance at the conference involving the dean, the chair, and associate deans. A faculty member who, after a conference with the dean, still disagrees with the rating received may formally appeal to the dean. The appeal will be heard by a Faculty Appeals Committee appointed by the dean from a list of nominees elected by faculty within individual departments and forwarded to the dean by the Agriculture Faculty Council. After the hearing, the committee will make a recommendation to the dean and the dean will accept or reject the recommendation and advise the faculty member of this decision. A faculty member remaining in disagreement with the decision may appeal to the Provost for a hearing in accordance with established procedures.

We will continue to use a five-point rating scale. Somewhat modified and expanded verbal descriptions for each rating category have been reviewed by the Chairs and discussed by the Agriculture Faculty Council. These descriptions should replace the one- or two-word descriptors (Superior, Meeting Expectations) commonly used in the past. The five-point scale with the new verbal descriptions is posted at [http://www2.ca.uky.edu/deanadmin-files/APR\\_rating\\_categories\\_091509.pdf](http://www2.ca.uky.edu/deanadmin-files/APR_rating_categories_091509.pdf).

*Overall ratings will be assigned only as whole numbers.* A rating will be assigned for each area of DOE, this sub-rating may be fractional (e.g., 4.5) if the department so chooses. No pre-determined frequency distributions will be forced on ratings "1" through "4." The "5" rating will be unlikely to constitute more than 5-10% of the faculty for the biennium.

By December 3, for each faculty member being reviewed please send the following documents to [AG-EVAL-L@LSV.UKY.EDU](mailto:AG-EVAL-L@LSV.UKY.EDU):

1. Completed 2009 Faculty Annual Performance Review form ([http://www2.ca.uky.edu/deanadmin-files/2009\\_Faculty\\_APR\\_Form\\_091509.pdf](http://www2.ca.uky.edu/deanadmin-files/2009_Faculty_APR_Form_091509.pdf));
2. Abbreviated CV and narrative;
3. Teaching portfolio, as appropriate.

Please place the department abbreviation and last name of the faculty member in the subject line (e.g.: AEC Deatherage). PDFs are preferred, but Word documents will also be accepted. For teaching portfolios that cannot be sent electronically, please deliver one packet or copy to the Dean's Office, S-123 Ag N, by December 3.

The schedule is as follows:

- |                   |   |
|-------------------|---|
| Nov. 16, 2009     | Materials due to department chairs from faculty   |
| Dec. 3, 2009      | Review documents sent to the Dean's Office, attached to e-mail addressed to <a href="mailto:AG-EVAL-L@LSV.UKY.EDU">AG-EVAL-L@LSV.UKY.EDU</a> . PDFs preferred; Word documents accepted. |
| Dec. 10, 2009     | Faculty evaluations are circulated to dean and associate deans for their review   |
| Dec. 16, 17, 2009 | Dean and Associate Deans meet to discuss each evaluation  |
| Jan. 5, 8, 2010   | Chairs meet with Deans to discuss final ratings   |
| Feb. 12, 2010     | Reviews completed by college and faculty members informed of results  |
| Feb. 19, 2010     | Deadline for faculty member to request conference with the Dean if he/she disagrees with rating   |
| March 12, 2010    | Deadline for a faculty member to request an appeal at the college level   |
| April 5, 2010     | Appeals at the college level completed  |
| April 12, 2010    | Submit signed, final form to Brooke Stone, S-123 Ag N, to be filed in SPFs. Provide each faculty member with a copy and retain copy in departmental file.                               |
| April 26, 2010    | Deadline for a faculty member to request an appeal to the Provost   |
| May 10, 2010      | Appeals to Provost completed  |

Format for the vita is available at [http://www2.ca.uky.edu/deanadmin-files/curriculum\\_vitae\\_guidelines.pdf](http://www2.ca.uky.edu/deanadmin-files/curriculum_vitae_guidelines.pdf), along with the memo of Associate Provost Anderson and Provost Subbaswamy, the evaluation form, and rating categories. Please let Lisa Collins, [lisa.collins@uky.edu](mailto:lisa.collins@uky.edu), know if you have questions. Thank you.