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MEMORANDUM

DATE: September 15, 2010

TO: Chairs and Directors
College of Agriculture

FROM: M. Scott Smith *M. Scott Smith*
Dean and Director

SUBJECT: 2010 Performance Review of Faculty
for Calendar Years 2009 and 2010

Performance review of faculty will be conducted in accordance with Associate Provost Anderson's and Provost Subbaswamy's memo (http://www2.ca.uky.edu/deanadmin-files/2010-11_Faculty_Performance_Review.pdf) to Deans dated September 14, 2010 and Administrative Regulation (AR 3:10, <http://www.uky.edu/Regs/files/ar/ar3-10.pdf>).

This is the first year of the biennium; therefore, all continuing and newly hired faculty, regardless of title series and including the ranks of Lecturers and Senior Lecturers, will be evaluated except (1) tenured faculty who will retire before or at the end of the current fiscal year, and (2) non-tenured faculty whose appointments will not extend beyond the end of the current fiscal year. The table on page 2 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 that according to the provosts, new faculty hired during 2010 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/Rating_Categories.pdf) will likely cover most of these faculty except in the most unusual of cases. The COA revised five-point scale was approved by the Chairs and discussed by the Agriculture Faculty Council in 2009.

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, 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 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.

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 10-15% of the faculty for the biennium.

By December 3, for each faculty member being reviewed, please send the following documents *in this order and as a combined PDF* to AG-EVAL-L@LSV.UKY.EDU:

1. Completed 2010 Faculty Annual Performance Review form (http://www2.ca.uky.edu/deanadmin-files/2010_Faculty_APR_Form_080510.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.) If you need assistance creating or combining PDFs, please let Brooke Stone (bast222@uky.edu or 257-7249) know.

This year the APR process will be conducted through a Web site. Information about the site will be available at a later date.

The schedule is as follows:

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| Nov. 16, 2010 | Materials due to department chairs from faculty |
| Dec. 3, 2010 | PDF review documents due to Dean's Office, attached to e-mail addressed to AG-EVAL-L@LSV.UKY.EDU . (Earlier submission is appreciated.) |
| Dec. 10, 2010 | Faculty evaluations available to dean and associate deans for review |
| Dec. 13, 15, 2010 | Dean and Associate Deans meet to discuss each evaluation |
| Jan. 12-13, 2011 | Chairs meet with Deans to discuss final ratings |
| Feb. 11, 2011 | Reviews between chairs and faculty completed. Send signed, final forms to Brooke Stone, L-104 AgN. Provide each faculty member with a copy and retain copy in departmental file. |
| Feb. 18, 2011 | Deadline for faculty member to request conference with the dean and associate deans if he/she disagrees with rating. Faculty members request conference through their chair to the assistant dean for academic administration. |
| March 11, 2011 | Deadline for faculty member to request an appeal at the college level |
| April 4, 2011 | Appeals at the college level completed |
| April 12, 2011 | Deadline for signed, final forms to Brooke Stone, L-104 AgN. Provide each faculty member with a copy and retain copy in departmental file. |
| April 25, 2011 | Deadline for a faculty member to request an appeal to the Provost |
| May 9, 2011 | Appeal to Provost completed |

Format for the vita is available at http://www2.ca.uky.edu/deanadmin-files/curriculum_vitae_guidelines.pdf, along with the memo from the provosts, the evaluation form, and rating categories. Please let Lisa Collins, lisa.collins@uky.edu, know if you have questions. Thank you.