

COA 2011 APR Calendar

- Sept. 14, 2011 Chairs received preliminary list of faculty who will be evaluated
- Sept. 19, 2011 DOE data are loaded into the On-Line Faculty Evaluation System using a weighted average:
January 1, 2010-June 30, 2010 (FY '10) x .5
July 1, 2010-June 30, 2011 (FY '11) x 1
July 1, 2011-December 31, 2011 (FY'12) x .5
- Sept. 26, 2011 Deadline for chairs to let the Assistant Dean's Office know the names of faculty members who are requesting a voluntary performance review and/or the names of faculty who decline a review because they are leaving UK.
- Sept. 27-Nov.14 Using the On-line Faculty Evaluation System, <http://www.ca.uky.edu/facultyapr>, faculty members will
- up-load their CV (as a PDF document) that includes narrative statement(s), and explanation of special assignments (as needed)
 - up-load Teaching Portfolio document (as a PDF, teaching faculty only)
 - complete the optional self-evaluation
- The system is open to chairs starting September 26.
- Nov. 15-Dec. 9 Chairs follow departmental procedures for APR reviews using the On-line Faculty Evaluation System. Chairs complete reviews and enter scores. DOE data must be finalized by Dec. 9.
- Dec. 9 Deadline for chairs to identify any new faculty hired from Sept. 19-December 2011. New faculty members must have a completed APR.
- Dec. 10-13 The dean and associate deans review APRs
- Dec. 14
(8 am-12 pm, 1-5 pm) Dean and Associate Deans meet to discuss and score each evaluation
- Dec. 15 (1-3 p.m.)
- Dec. 16 Chairs receive preliminary APR forms via email that include deans' ratings and scores
- Jan. 9, 10, 12, 2012 Chairs meet with Deans to discuss final ratings (1-5 pm)
- Jan. 16, 2012 Chairs receive completed one-page evaluation sheets via email for printing and discussion with faculty members

- Feb. 10, 2012 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 Brooke Stone, L-104 Ag N, 0091, by April 12.
- Feb. 20, 2012 Deadline for faculty member to request conference with the Dean if he/she disagrees with rating
- March 12, 2012 Deadline for a faculty member to request an appeal at the college level
- April 6, 2012 Appeals at the college level completed and chairs receive revised forms as needed
- April 12, 2012 Submit signed, final one-page evaluation form to Brooke Stone, L-104 Ag N, to be filed in SPFs. Chairs provide each faculty member with a copy and retain copy in departmental file.
- April 23, 2012 Deadline for a faculty member to file a letter of appeal with appropriate evidence to the Provost (contact Lisa Collins for submission information)