



## 2013 APR Calendar

- Sept. 18 Chairs receive preliminary list of faculty who will be evaluated
- Sept. 20 Chairs notify assistant dean if they do not want DOE data batch loaded
- Sept. 25 Deadline for chairs to let the assistant dean know the names of faculty members who are leaving UK prior to June 30, 2014 and therefore do not need an APR. If a faculty member declines to participate in an APR because he or she anticipates leaving the college near June 30, 2014, he or she will not be in any raise pools and will not receive any pay increases. Also the deadline to identify any faculty members reviewed last year who need to be added to the APR list for 2013
- Sept. 27 For departments that requested DOE data be provided, the data will be loaded into the On-Line Faculty Evaluation System using a weighted average:  
January 1, 2012-June 30, 2012 (FY '12) x .5  
July 1, 2012-June 30, 2013 (FY '13) x 1  
July 1, 2013-December 31, 2013 (FY '14) x .5
- Oct. 1-3 For departments entering DOE (ENT and AFS), enter by October 3 (the system is open to chairs and faculty starting Oct. 1)
- Oct. 1-25 (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 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
- System closes to faculty members Oct. 25
- Oct. 21 Deadline to send assistant dean the names of senior faculty who will assist chairs in departmental APR reviews
- Oct. 28-Nov. 22 System opens to chairs, who follow departmental procedures for APR reviews using the On-line Faculty Evaluation System. Chairs enter ratings and comments. System also open to selected faculty members serving on departmental review committees.
- Nov. 22 Final deadline for chairs to identify any new faculty members. New faculty members must have a completed APR. System closes to chairs.

Nov. 25-Dec. 9	System opens for deans and school director to review APRs
Dec. 9	Last day for chairs to notify assistant dean to change DOEs in the system
Dec. 10, 12 (1-4:30, 8:30-4)	The deans and school director meet to review APRs, enter scores and comments
Dec. 16-Jan. 10	System open to chairs. Print preliminary APR documents that include deans' ratings and comments
Jan. 13, 15, 17 (1-4:30)	Chairs meet with deans/HES director to discuss ratings and scores
Jan. 20	Chairs print completed one-page APR forms and discuss with faculty members
Feb. 7	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 11.
Feb. 14	Deadline for faculty member to request conference (via assistant dean) with the Dean if he/she disagrees with ratings
March 7	Deadline for a faculty member to request an appeal at the college level
April 4	Appeals at the college level completed and chairs receive revised forms as needed
April 11	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 22	Deadline for a faculty member to file a letter of appeal with appropriate evidence to the Provost (contact Lisa Collins for submission information)

Additional information is available at <http://www2.ca.uky.edu/deanadmin/faculty/evaluations/apr>. Please let Lisa Collins, [lisa.collins@uky.edu](mailto:lisa.collins@uky.edu), know if you have questions.