

TUTORIAL FOR THE
2013 FACULTY ANNUAL PERFORMANCE REVIEWS
-FOR CALENDAR YEARS 2012 AND 2013-

Faculty prepare, **in PDF format**, documents for their Curriculum Vitae and Teaching Portfolio (for teaching faculty) for calendar years 2012 and 2013.

These documents will be uploaded via a Web application.

In addition, faculty may complete an optional self-evaluation within the Web application. The optional self-evaluation will provide faculty the ability to provide a self-rating, document strengths and improvement suggestions. It is suggested that text for the strengths and improvement suggestions be prepared ahead of time and pasted into the web application text boxes.

If you have questions, please send an email to AG-EVAL-L@LSV.UKY.EDU.

The On-Line Faculty Evaluation System is found at the following URL:

<http://www.ca.uky.edu/facultyapr>

Log into the application using your LinkBlue credentials.

This is the same ID and password you use for Exchange email and myUK.

The screenshot shows the login page for the On-Line Faculty Evaluation System. At the top, it features the University of Kentucky logo and the text 'College of Agriculture, Food and Environment'. Navigation links include 'UK Home', 'College Home', 'Site Index', 'Search', 'People', and 'Help'. A blue banner contains the 'UKAg' logo and the title 'On-Line Faculty Evaluation System'. Below the banner, a message reads: 'Please sign on using your LinkBlue credentials. This is the same ID and password you use for Exchange e-mail and myUK.' The LinkBlue logo is displayed to the left. There are two input fields: 'ID:' and 'Password:'. A 'Sign On' button is positioned below the fields. At the bottom, a note states: 'For questions or assistance, please email: AG-EVAL-L@LSV.UKY.EDU'.

Once successfully logged into the system, you are placed at the Home / Checklist page.

This page indicates the progress in uploading your CV and Teaching Portfolio documents as well as the optional self-evaluation. The first time you log into the system, these items will not be present (indicated by the red X).

The screenshot shows a web browser window with the following content:

- Browser Address Bar:** <https://wareh...> and [On-Line Faculty Evaluation...](#)
- Navigation Bar:** File, Edit, View, Favorites, Tools, Help
- Page Header:** THE UNIVERSITY OF KENTUCKY College of Agriculture, Food and Environment
- Section Header:** UKAg On-Line Faculty Evaluation System
- Navigation Links:** Home / Checklist, My Performance Information, Logout
- Main Content:**
 - Click the "My Performance Information" link in the black navigation bar above to manage your information.
 - Performance Item Checklist:
 - ✘ Curriculum Vitae PDF document not yet uploaded. This must be prepared as a PDF document then uploaded to the Evaluation system.
 - ✘ Teaching Portfolio PDF document not yet uploaded. This must be prepared as a PDF document then uploaded to the Evaluation system.
 - ✘ Self-Evaluation (optional).
 - [Click here to review related documents](#)
 - Dean's Memorandum and Calendar
 - Provost's Memorandum
 - Tutorial
 - APR Form Snapshot
 - Rating Categories
 - Guidelines for Teaching Distribution of Effort
 - Curriculum Vitae Guidelines
 - Common Mistakes
 - AR 3:10 Policies for Faculty Performance Review
 - AR 3:11 Tenured Faculty Review and Development Policy
- Footer:** For questions or assistance, please email: AG-EVAL-L@LSV.UKY.EDU

Next, click the **My Performance information** link in the black navigation bar.

This page lists your information from the Faculty Database system, and DOE from the Faculty Effort System (FES), if requested by your department. Some departments opted to enter DOE without using the formulaic averages. Please see your department chair if you want to discuss changing the DOE that appears in the system.

To upload your Curriculum Vitae PDF document, click the "CV document" link in the black navigation bar.
 To upload your Teaching Portfolio PDF document, click the "Teaching Portfolio document" link in the black navigation bar.
 To complete an optional self-evaluation, click the "Optional Self-Evaluation" link in the black navigation bar.

						Distribution of Effort (DOE)											
Name	Dept	Rank	Title Series	Initial Appt Date	Date Received Tenure (if applicable)	Instruction			Research			Extension			Special Assignment(s)		
						2012 Cal Yr	2013 Cal Yr	2-Yr Avg	2012 Cal Yr	2013 Cal Yr	2-Yr Avg	2012 Cal Yr	2013 Cal Yr	2-Yr Avg	2012 Cal Yr	2013 Cal Yr	2-Yr Avg
Member, Faculty	AEC	Associate Professor	Extension	06/01/2006	07/01/2010	26.3	27.75	27.025	13.33	3.33	8.33	45.37	43.655	44.5125	15	25.265	20.1325

For questions or assistance, please email: AG-EVAL-1@LSV.UKY.EDU

To upload your CV document, click the **CV document** link in the black navigation bar.

Next, click the Select File button in the Curriculum Vitae (CV) box.

This will open a dialog box that allows you to navigate to your previously-prepared CV PDF document.

Select the document from your local workstation and the upload process will begin.

If you find a change is needed after uploading your CV document, you may upload the document again. The document is overwritten on each upload.

THE UNIVERSITY OF KENTUCKY College of **Agriculture**

UKAg On-Line Faculty Evaluation System

Home / Checklist CV document Teaching Portfolio document Optional Self-Evaluation Logout

To upload your Curriculum Vitae PDF document, click the "CV document" link in the black navigation bar.
To upload your Teaching Portfolio PDF document, click the "Teaching Portfolio document" link in the black navigation bar.
To complete an optional self-evaluation, click the "Optional Self-Evaluation" link in the black navigation bar.

						Distribution of Effort (DOE)											
Name	Dept	Rank	Title Series	Initial Appt Date	Date Received Tenure (if applicable)	Instruction			Research			Extension			Special Assignment(s)		
						2012 Cal Yr	2013 Cal Yr	2-Yr Avg	2012 Cal Yr	2013 Cal Yr	2-Yr Avg	2012 Cal Yr	2013 Cal Yr	2-Yr Avg	2012 Cal Yr	2013 Cal Yr	2-Yr Avg
Member, Faculty	AEC	Associate Professor	Extension	06/01/2006	07/01/2010	26.3	27.75	27.025	13.33	3.33	8.33	45.37	43.655	44.5125	15	25.265	20.1325

CURRICULUM VITAE (CV)

- **All** faculty are required to upload their Curriculum Vitae (CV) as a PDF document.
- This document should include narratives and special assignment information for calendar years 2012 and 2013.
- Be sure your SSN **does not** appear on your CV document.
- You may upload your CV document multiple times. The system retains the last uploaded document.

Click the Select File button below to begin uploading your CV document.

No document uploaded

For questions or assistance, please email: AG-EVAL-L@LSV.UKY.EDU

To upload your Teaching Portfolio document (for teaching faculty only), click the **Teaching Portfolio document** link in the black navigation bar.

Next, click the Select File button in the Teaching Portfolio box.

This will open a dialog box that allows you to navigate to your previously-prepared Teaching Portfolio PDF document.

Select the document from your local workstation and the upload process will begin.

If you find a change is needed after uploading your Teaching Portfolio document, you may upload the document again. The document is overwritten on each upload.

THE UNIVERSITY OF KENTUCKY College of Agriculture

UKAg On-Line Faculty Evaluation System

Home / Checklist CV document Teaching Portfolio document Optional Self-Evaluation Logout

To upload your Curriculum Vitae PDF document, click the "CV document" link in the black navigation bar.
 To upload your Teaching Portfolio PDF document, click the "Teaching Portfolio document" link in the black navigation bar.
 To complete an optional self-evaluation, click the "Optional Self-Evaluation" link in the black navigation bar.

						Distribution of Effort (DOE)											
						Instruction			Research			Extension			Special Assignment(s)		
Name	Dept	Rank	Title Series	Initial Appt Date	Date Received Tenure (if applicable)	2012 Cal Yr	2013 Cal Yr	2-Yr Avg	2012 Cal Yr	2013 Cal Yr	2-Yr Avg	2012 Cal Yr	2013 Cal Yr	2-Yr Avg	2012 Cal Yr	2013 Cal Yr	2-Yr Avg
Member, Faculty	AEC	Associate Professor	Extension	06/01/2006	07/01/2010	26.3	27.75	27.025	13.33	3.33	8.33	45.37	43.655	44.5125	15	25.265	20.1325

TEACHING PORTFOLIO

- Faculty with teaching DOE are required to upload their Teaching Portfolio as a PDF document.
- This document should include instructional activities for calendar years 2012 and 2013.
- Be sure your SSN **does not** appear on your Teaching Portfolio document.
- You may upload your Teaching Portfolio document multiple times. The system retains the last uploaded document.

Click the Select File button below to begin uploading your Teaching Portfolio document.

No document uploaded

For questions or assistance, please email: AG-EVAL-L@LSV.UKY.EDU

If you wish to complete the optional self-evaluation, click the **Optional Self-Evaluation** link in the black navigation bar.

This page will allow you to apply a self-rating and provide strengths and improvement suggestions. It is suggested that text for the strengths and improvement suggestions be prepared ahead of time and pasted into the web application text boxes.

To upload your Curriculum Vitae PDF document, click the "CV document" link in the black navigation bar.
 To upload your Teaching Portfolio PDF document, click the "Teaching Portfolio document" link in the black navigation bar.
 To complete an optional self-evaluation, click the "Optional Self-Evaluation" link in the black navigation bar.

						Distribution of Effort (DOE)											
Name	Dept	Rank	Title Series	Initial Appt Date	Date Received Tenure (if applicable)	Instruction			Research			Extension			Special Assignment(s)		
						2012 Cal Yr	2013 Cal Yr	2-Yr Avg	2012 Cal Yr	2013 Cal Yr	2-Yr Avg	2012 Cal Yr	2013 Cal Yr	2-Yr Avg	2012 Cal Yr	2013 Cal Yr	2-Yr Avg
Member, Faculty	AEC	Associate Professor	Extension	06/01/2006	07/01/2010	26.3	27.75	27.025	13.33	3.33	8.33	45.37	43.655	44.5125	15	25.265	20.1325

OPTIONAL SELF EVALUATION

Self-Ratings:

	DOE 2012 Cal Yr	DOE 2013 Cal Yr	DOE 2-Yr Avg	Current Self Rating	Change Self Rating
Instruction:	26.3	27.75	27.025		<input type="text"/>
Research:	13.33	3.33	8.33		<input type="text"/>
Extension:	45.37	43.655	44.5125		<input type="text"/>
Special Assignment(s):	15	25.265	20.1325		<input type="text"/>
Overall Self-Rating:					<input type="text"/>

Provide self-ratings above then click the Update button.

STRENGTHS

Click the Edit button to type your text.

IMPROVEMENT SUGGESTIONS

Click the Edit button to type your text.

Click the Home / Checklist link in the black navigation bar to review your progress. For any changes, simply click the appropriate item in the black navigation bar.

Click the "My Performance Information" link in the black navigation bar above to manage your information.

Performance Item Checklist:

- Curriculum Vitae PDF document - uploaded 9/19/2013 2:33:49 PM
- Teaching Portfolio PDF document - uploaded 9/19/2013 2:34:54 PM
- Self-Evaluation (optional).

[Click here to review related documents](#)

- Dean's Memorandum and Calendar
- Provost's Memorandum
- Tutorial
- APR Form Snapshot
- Rating Categories
- Guidelines for Teaching Distribution of Effort
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