



2014 APR Calendar

- Aug. 27, 2014 Chairs receive preliminary list of faculty who will be evaluated
- Sept. 10, 2014 Deadline for Chairs to let the Assistant Dean for Academic Administration know the load method of departmental DOE.
- Sept. 15, 2014 Deadline for chairs to let the assistant dean know the names of faculty members who are leaving UK near or before June 30, 2015 and therefore do not need an APR. Note that faculty members who do not undergo an APR are not included in any raise pools.
- Sept. 17-23, 2014 Departments are able to enter or change DOE until 5:00 pm.
- Sept. 19, 2014 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, 2013-June 30, 2013 (FY '13) x .5
July 1, 2013-June 30, 2013 (FY '14) x 1
July 1, 2014-December 31, 2014 (FY '15) x .5
- Sept. 23, 2014 For departments entering or changing DOE, complete by 5:00 pm on this date
- Sept. 24-Oct. 24 (Some 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). Faculty members should be sure to include their names on the teaching portfolios.
 - complete the optional self-evaluation.
 - Faculty may resubmit their documents as many times as needed. The latest version is the only version that will appear.
- Oct. 20, 2014 By this date, chairs let Megan Lucy know if they prefer a zipped file that contains all departmental CVs, TPs, self-evals, and a spreadsheet of DOEs. Chairs will then be able to send the zipped file to Faculty APR Review Committee members, attached to email. Chairs will receive this file by October 27.

or

By this date, send Megan Lucy the names of faculty that should have access to the APR system from Oct. 27-Nov. 21. These faculty will be able to view the CV, teaching portfolio, and optional self evaluation for all departmental faculty. They will not be able to modify any of their information during this period.

Oct. 27-Nov. 24	Chairs follow departmental procedures for APR reviews using the On-line Faculty Evaluation System. Chairs complete reviews and enter ratings. DOE data must be finalized by Dec. 12. Notify the Assistant Dean if CVs or TPs need to be resubmitted at this point.
Nov. 26-Dec. 12	Dean and associate deans review APRs
Dec. 1	Deadline for chairs to identify any new faculty hired from Sept. 15-December 31, 2014. New faculty members must have a completed APR.
Dec. 15-19	The dean and associate deans meet to review APRs and rate each evaluation
Dec. 22	Chairs print preliminary APR documents that include deans' ratings and scores
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Jan. 12 - 16	Chairs meet with deans to discuss ratings and scores
Jan. 19	Chairs print completed one-page APR forms and discuss with faculty members
Feb. 4	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 Megan Lucy, L-104 Ag N, 0091, by March 31. Electronic signatures are fine. Scanned copies are fine as long as the originals are retained in the departmental office.
Feb. 20, 2015	Deadline for faculty member to request conference with the Dean and associate deans if he/she disagrees with ratings
March 9, 2015	Deadline for a faculty member to request an appeal at the college level
March 31, 2015	Submit signed, final one-page evaluation form to Megan Lucy, L-104 Ag N, to be filed in SPFs. Chairs provide each faculty member with a copy and retain copy in departmental file.
April 3, 2015	Appeals at the college level completed and chairs receive revised forms as needed

April 24, 2015 Deadline for a faculty member to file a letter of appeal with appropriate evidence to the Provost (contact Lisa Collins for submission information, with lead time prior to April 24, please.)

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