



2015 APR Calendar

Please note that this calendar is subject to change. Expect updates via email from the Assistant Dean's office.

- Aug. 20, 2015 Chairs receive preliminary list of faculty who will be evaluated
- Sept. 4, 2015 Deadline for Chairs to let the Assistant Dean for Academic Administration know the load method of departmental DOE.
- 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. 23, 2015 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, 2014-June 30, 2014 (FY '14) x .5
 July 1, 2014-June 30, 2015 (FY '15) x 1
 July 1, 2015-December 31, 2015 (FY '16) x .5
- Sept. 25, 2015 Chairs receive spreadsheet showing DOE.
- Sept. 30, 2015 Chairs respond with DOE changes by noon. DOE loaded by 11 p.m.
- Oct. 5-Nov. 11, 2015 APR system is open to faculty being reviewed this cycle. Using the On-line Faculty Evaluation System, <http://www.ca.uky.edu/facultyapr>, faculty members:
- 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
 - 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. 7, 2015 APR system is open to chairs at the same time as faculty
- Oct. 13, 2015 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. 19 - Nov. 13. 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. 19-Nov. 11 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. 6. Notify the Assistant Dean if CVs or TPs need to be resubmitted at this point.
- Nov. 16-Dec. 6 Dean and associate deans review APRs
- Nov. 20 Deadline for chairs to identify any new faculty hired from Sept. 7-December 31, 2015. New faculty members must have a completed APR.
- Dec. 7-9 The dean and associate deans meet to review APRs and rate each evaluation
- Dec. 11 Chairs print preliminary APR documents that include deans' ratings and scores

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- Jan. 11 - 15 Chairs meet with deans to discuss ratings and scores
- Jan. 18 Chairs print completed one-page APR forms and discuss with faculty members
- Feb. 5 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. 12, 2016 Deadline for faculty member to request conference with the Dean and associate deans if he/she disagrees with ratings
- Feb. 18-22 Informal appeal meetings with Dean and Associate Deans
- Feb. 26 Deadline for a faculty member to request an appeal at the college level
- April 1 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 4 Appeals at the college level completed and chairs receive revised forms as needed
- April 22, 2016 Faculty members wishing to appeal at the Provost's level should write to the Provost with cc to Kris Hobson, noting the wish to appeal and stating specific reason(s) for the appeal. Pertinent documents may be submitted with the appeal.

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.