

## TUTORIAL FOR THE 2017 FACULTY ANNUAL PERFORMANCE REVIEWS FOR CALENDAR YEARS 2016 AND 2017

Faculty members will submit the information for their CVs through Digital Measures. This information is due in Digital Measures on October 13, 2017. On October 16, 2017, the Office of the Assistant Dean for Academic Administration will upload the CVs from Digital Measures to the APR system. Faculty members may view their CVs in the APR system from October 17- October 20, 2017 and contact the Assistant Dean's office if there are problems. After October 20th, changes will not be made to the CVs that appear in the APR system. For complete information and instructions on Digital Measures see: <http://administration.ca.uky.edu/DM>.

For Extension faculty, the Office of the Assistant Dean for Academic Administration will upload the Statistical Contacts and Success Stories submitted in KERS for FY16 and FY17.

Faculty are to prepare a single Narrative Statement document and a single Teaching Portfolio document (for teaching faculty) for calendar years 2016 and 2017. These documents **must be** in PDF format. These documents will be uploaded via the 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](mailto:AG-EVAL-L@LSV.UKY.EDU)

The APR web address: <https://acsg.uky.edu/FacultyAPR/>

Log into the application using your Link Blue credentials. This is the same ID and password you use for Exchange email and myUK.



Faculty Evaluation System for calendar years 2016 & 2017



Please log in using your [Link Blue](#) credentials.  
This is the same ID and password you use for Exchange e-mail and myUK.

ID:

Password:

## Home Page

Once logged into the system, you are placed at the Home page. You may choose from five separate selections from the black navigation bar.

- Home – always returns you to the home page.
- Upload Narrative Statement and Teaching Portfolio documents – takes you to the page for uploading these document(s).
- Optional Self-Evaluation – takes you to the page to complete your optional self-evaluation.
- View CV and Extension documents – takes you to the page where you may view your CV. Additionally, for Extension faculty, they may view their Statistical Contacts and Success Stories submitted in KERS for FY16 and FY17.
- Logout – logs you out of the system.



### Faculty Evaluation System for calendar years 2016 & 2017

Home   Upload Narrative Statement and Teaching Portfolio documents   Optional Self-Evaluation   View CV and Extension documents   Logout

LastName, FirstName

Department  
Rank  
Title Series

Distribution of Effort	FY '16	FY '17	FY '18	AVG
Instruction	50	50	50	50
Research	20	20	20	20
Extension/Service	15	15	15	15
Administration	10	10	10	10
Professional Development	5	5	5	5

Please contact your department chair if you have questions about the DOE that appears in the APR.

All faculty are required to upload a single **Narrative Statement** document. Faculty with instruction as a component of their DOE are required to upload a single **teaching portfolio** document as well. Check with your department chair if you have questions about the teaching portfolio. Both of these documents **must be a PDF document** (other document types will not work properly). Please observe established page limits for these documents. You may also complete an optional self-evaluation.

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For Extension faculty, the Office of the Assistant Dean for Academic Administration will upload the Statistical Contacts and Success Stories submitted in KERS for FY16 and FY17.

[Click here to review related documents](#)

## Upload Narrative Statement and Teaching Portfolio documents

All faculty will upload their Narrative Statement document (PDF). Only faculty with an instructional DOE component will have the ability to upload a Teaching Portfolio document (PDF). Check with your department chair if you have questions about the teaching portfolio.

To upload the Narrative Statement or Teaching Portfolio document - Click the Browse button, choose your local file, and then click the Upload button.

**UKAg** Faculty Evaluation System for calendar years 2016 & 2017

Home Upload Narrative Statement and Teaching Portfolio documents Optional Self-Evaluation View CV and Extension documents Logout

### Narrative Statement

All faculty are required to upload a single Narrative Statement document. This must be a PDF document (other document types will not work properly).

To upload your Narrative Statement document:  
1) click on the Browse button 2) select your file 3) click the Upload button.

No file selected.

Note: the system retains the last document uploaded.

### Teaching Portfolio

Faculty with instruction as a component of their DOE are required to upload a single teaching portfolio document. This must be a PDF document (other document types will not work properly).

To upload your teaching portfolio document:  
1) click on the Browse button 2) select your file 3) click the Upload button.

No file selected.

Note: the system retains the last document uploaded.

After the file is uploaded, you may view it as it resides within the system for verification. Just click on the View link. If you need to make an update to your document and re-upload it just follow the same procedure. The system will retain the last document you uploaded.

**UKAg** Faculty Evaluation System for calendar years 2016 & 2017

Home Upload Narrative Statement and Teaching Portfolio documents Optional Self-Evaluation View CV and Extension documents Logout

### Narrative Statement

All faculty are required to upload a single Narrative Statement document. This must be a PDF document (other document types will not work properly).

To upload your Narrative Statement document:  
1) click on the Browse button 2) select your file 3) click the Upload button.

No file selected.

Date uploaded	File Name	
8/23/2017 9:28:29 AM	MyNarrativeStatement.pdf	<a href="#">View</a>

Note: the system retains the last document uploaded.

### Teaching Portfolio

Faculty with instruction as a component of their DOE are required to upload a single teaching portfolio document. This must be a PDF document (other document types will not work properly).

To upload your teaching portfolio document:  
1) click on the Browse button 2) select your file 3) click the Upload button.

No file selected.

Date uploaded	File Name	
8/23/2017 9:28:41 AM	MyTeachingPortfolio.pdf	<a href="#">View</a>

Note: the system retains the last document uploaded.

## Optional Self-Evaluation

You may provide self-ratings as well as comments regarding your strengths and improvement suggestions. It is suggested that text for the strengths and improvement suggestions be prepared ahead of time and pasted into the text boxes.



### Faculty Evaluation System for calendar years 2016 & 2017

[Home](#)   [Upload Narrative Statement and Teaching Portfolio documents](#)   [Optional Self-Evaluation](#)   [View CV and Extension documents](#)   [Logout](#)

[Click here to modify your optional self-evaluation](#)

Distribution of Effort	FY '16	FY '17	FY '18	AVG	Self Rating	Self Merit Score
Instruction	50	50	50	50		0
Research	20	20	20	20		0
Extension/Service	15	15	15	15		0
Administration	10	10	10	10		0
Professional Development	5	5	5	5		0
Self Composite Score:						0

Strengths

Improvement Suggestions

Rating Key:  
5 - Exceptional Accomplishments  
4 - Meets High Expectations  
3 - Satisfactory Performance  
2 - Below Expectations  
1 - Unsatisfactory

## View CV and Extension documents

Once the Office of the Assistant Dean for Academic Administration loads your CV (and Extension document if applicable), these documents will be viewable from this page.



### Faculty Evaluation System for calendar years 2016 & 2017

[Home](#)

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[Optional Self-Evaluation](#)

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