

# COLLEGE OF AGRICULTURE, FOOD AND ENVIRONMENT

## TUTORIAL FOR THE 2019 FACULTY ANNUAL PERFORMANCE REVIEWS FOR CALENDAR YEARS 2018 AND 2019

Faculty members will submit the information for their CVs through Digital Measures. This information is due in Digital Measures on 10-11-2019. The Office of the Associate Dean for Faculty Resources, Planning and Assessment will upload the CVs from Digital Measures to the APR system. Faculty members may view their CVs in the APR system from 10-11-2019 to 10-18-2019 and contact the Associate Dean's office if there are problems. After 10-18-2019, 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, Statistical Contacts and Success Stories submitted in KERS for FY18 and FY19 will be automatically loaded into the system.

Faculty are to prepare a single Narrative Statement document and a single Teaching Portfolio document (for teaching faculty) for calendar years 2018 and 2019. 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 provide 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.

### CAFE faculty annual performance reviews for calendar years 2018-2019

## Home Page

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

- **Home** – always returns you to the home page.
- **View/manage my review documents** – takes you to the page for uploading your narrative statement (PDF only) and teaching portfolio (PDF only) as well as viewing your CV, extension contacts/success stories and sabbatical report.
- **Optional self-evaluation** – takes you to the page to complete your optional self-evaluation.

## CAFE faculty annual performance reviews for calendar years 2018-2019



**Lastname, Firstname**

Department name  
Rank, Title-series-name Title Series

Distribution of Effort	FY '18	FY '19	FY '20	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. Please observe established page limits for these documents.

**The narrative statement and teaching portfolio documents must be a PDF document (other document types will not work properly).**

You may also complete an optional self-evaluation.

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<http://administration.ca.uky.edu/DM>

For extension faculty, statistical contacts and success stories submitted in KERS for FY18 and FY19 will be automatically loaded into the system.

[Click here to review related documents](#)

## View/manage my review documents

All faculty will upload a Narrative Statement document (PDF). Only faculty with an instructional DOE component will 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 Choose File button, choose your local file, and then click the Upload button.

**View/manage my review documents**

**Narrative statement**

**Teaching portfolio**

No file chosen

No file chosen

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.

Document	Date Uploaded	File Name	
Curriculum vitae	9/2/2019 4:12:41 PM	DemoCV	<a href="#">ViewCV</a>
Narrative statement	9/4/2019 4:12:41 PM	DemoNS	<a href="#">ViewNS</a>
Teaching portfolio	9/4/2019 4:12:41 PM	DemoTP	<a href="#">ViewTP</a>
Extension statistical contacts and success stories	9/2/2019 4:12:41 PM	DemoEX	<a href="#">ViewEX</a>
Sabbatical report	9/2/2019 4:12:41 PM	DemoSR	<a href="#">ViewSR</a>
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.

### Self-evaluation ratings/comments

Please contact your department chair if you have questions regarding your distribution of effort (DOE).

Distribution of Effort	FY '18	FY '19	FY '20	AVG	Self Rating	Self 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
Composite score:						0
<b>SELF-RATING: 0</b>						

**RATING KEY:**

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

**My strengths:**

**My suggestions for self-improvement:**

Complete self-evaluation

## Logout

Once you have completed your work you may log out of the system by clicking on the far-right link that displays your name.

Lastname, Firstname ▼