

2016 APR Calendar

- Aug. 4 Chairs receive preliminary list of faculty who will be evaluated
- Sept. 6 Deadline for chairs to let the assistant dean know the names of faculty members who are leaving UK near or before June 30, 2017 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. 16 DOE data will be loaded into the On-Line Faculty Evaluation System using a weighted average:
January 1, 2015-June 30, 2015 (FY '15) x .5
July 1, 2015-June 30, 2016 (FY '16) x 1
July 1, 2016-December 31, 2016 (FY '17) x .5
- Sept. 21- Oct. 19 (Some department chairs might choose an earlier internal 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 administration and professional development DOE as needed. **Please ask faculty members not to submit career CVs or TPs—these documents need to be for only 2015 and 2016 calendar years.**
 - in addition to explaining administration and professional development DOE in the CV, faculty members must enter explanations for these DOE assignments in the box provided for that purpose on the online system form
 - 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 during the open period. The last uploaded version is the only version that will appear.
- Oct. 14 By this date, chairs let Megan Lucy know if they prefer a zipped file that contains all departmental CVs, TPs, self-evaluations, 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 21.
or
By this date, send Megan Lucy the names of faculty that should have access to the APR system from Oct. 20-Nov. 16. These faculty members

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. 20 -Nov. 16 Chairs follow departmental procedures for APR reviews using the On-line Faculty Evaluation System. Chairs complete reviews and enter ratings. Notify Lisa Collins or Megan Lucy if CVs or TPs need to be resubmitted at this point.
- Nov. 21- Dec. 8 Dean and associate deans review APRs.
- Dec. 2. Deadline for chairs to identify any new faculty hired from Sept. 15-December 31, 2016. New faculty members must have a completed APR.
- Dec. 9-15 The dean and associate deans meet to review APRs and rate each evaluation
- Dec. 19 Chairs print preliminary APR documents that include deans' ratings and scores
- 2017**
- Jan. 9-13 Chairs meet with deans to discuss ratings and scores
- Jan. 16 Chairs print completed one-page APR forms and discuss with faculty members
- Feb. 3 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 10. Electronic signatures are fine. Scanned copies are fine as long as the originals are retained in the departmental office.
- Feb. 24 Deadline for faculty member to request conference with the Dean and associate deans if he/she disagrees with ratings
- March 10 Deadline for a faculty member to request an appeal at the college level
- March 10 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 5 Appeals at the college level completed and chairs receive revised forms as needed
- April 14 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 14, please.)